



Home of Delaware County's Only Covered Bridge

**PORTER TOWNSHIP**

**Board of Trustees**

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**Notice**

**Rules for the Use of Township Hall**

**Porter Township and the Board of Trustees will not be responsible for any damage to persons or property while using this facility.**

At the conclusion of your event:

Clean all tables and chairs and place in the storage room.

Sweep the floor, clean up all rubbish and deposit in the dumpster.

**If the heat is on, turn the thermostat down to 62. If Air Conditioning is on, turn it off.**

Turn off all lights except the nightlight.

Lock all doors when you leave.

**If the above rules are not followed, or something is broken, you may be charged a service fee.**

**Habitual breaking of the rules may result in loss of the right to use the facilities.**

**Thank you for your help in preserving this hall for the use of all residents.**

**Porter Township Board of Trustees**