



## ***Town of Panton Chartered 1761***

3176 Jersey Street, Panton VT 05491-9331

802.475.2333, Fax 802.475.2785

How to open for meetings upstairs in Town Hall:

1. Light switches are left of back door and left of front door.
2. Heat pumps are controlled with the white remote.  
Maximum temp is 75°.
3. If you move tables and chairs, please put them back.
4. There are some office supplies on the shelf in the bathroom for your convenience.
5. No firearms are allowed on Town property.

How to close a meeting upstairs in Town Hall:

6. Please return what supplies you don't use to the shelf.
7. Please lower the heat to 55°.
8. Turn off all lights.
9. Deposit back-door key in the night deposit box at office front door

User is responsible for any damages.

Name of User \_\_\_\_\_ Signature \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date & Time of Meeting \_\_\_\_\_

Key Given out to / on \_\_\_\_\_ / \_\_\_\_\_

Key Returned on \_\_\_\_\_

(If key is not returned there will be a \$25 fee)

Approved by Selectboard Sept. 24, 2019