



Van Wert Council On Aging  
Building Rental Information  
[vwcouncilonaging.com](http://vwcouncilonaging.com)

Leave building grounds, facility & parking lot as clean as you found them. Thank you.

**INSIDE:**

**The Van Wert Council  
Aging is a smoke free facility.**

In warm weather, adjust air conditioning  
AND **close outside doors** to keep insects  
out of the building.



**OUTSIDE:**

Feel free to use front, back and side parking lots.  
Do **NOT** park in neighboring business parking lots  
yards or in the grass areas.

**OBEY ALL SIGNS.**

**CHECKLIST BEFORE LEAVING:**

1. Pick up all trash.(Kitchen, Main Room, Bathrooms, Outside Grounds)
2. Wipe off all Kitchen Counter Tops (Bar Area) if used
3. Make sure all electrical used are unplugged
4. Wipe off all tables and chairs
5. Sweep and mop all floors including bathrooms.
6. Set table layout back to according layout (see back of sheet).
7. Be sure all areas dirtied by your party have been cleaned, inside and out. Kitchen, Main Room, Bathrooms, Outside Grounds and Parking Lot
8. At end of each rental set Heat to 60° F in cold months. Air Conditioning to 80° F in warm months. (Two thermostats in the main room by bar and 1 in the back hallway.)
9. Take all trash out and to the dumpster (located behind dumpster).
10. Turn off all lights and fans.
11. Be sure all outside doors are locked before leaving.
12. Please return rentals keys Monday after rental.

**Building and Rental Questions**

If you have any questions concerning rentals please call Van Wert County Council on Aging at 419-910-1713.

# Van Wert Council on Aging Layout

