



**Mailing Address**

P.O. Box 277  
Dauphin, PA 17018

**Office Address**

10 Elizabeth Avenue  
Dauphin PA, 17018

Phone: 717-921-8128

Fax: 717-474-8146

*Middle Paxton Township*

## **REQUIREMENTS FOR SECURITY DEPOSIT REFUND**

- Make sure all lights are turned off in pavilions, restrooms, and buildings.
- Check for paper and trash around pavilion areas, restrooms and inside buildings, place all garbage in trash bags and place bags in dumpsters.
- Replace trash can liners with new liners after trash bag is properly disposed of.
- Make sure all food is removed from concrete pad under pavilion.
- Wipe clean all tables and/or counter tops.
- Clean kitchen facilities, wash dishes, check and clean refrigerator (if used), sweep and clean floors. Clean all items your group used. (Fishing Creek Community Center)
- Clean restrooms.
- Lower thermostat to 55 degrees and turn off hot water switch (Fishing Creek Community Center only.)
- Clean chalkboards (Fishing Creek Community Center only.)
- Close and lock all windows and doors.
- Report all damages to Middle Paxton Township Office.
- Key must be returned to the Township Office the next business day. **If the key is not returned the next business day, your deposit will be forfeited, unless other arrangements with the Township office have been made and approved.**