



**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**

- Turned off** all lights in pavilions, restrooms, and buildings.
- Remove** paper and trash around pavilion areas, restrooms and inside buildings; **place** all garbage in trash bags and **place bags in dumpsters** before leaving.
- Replace** trash can liners with new liners after trash bag is properly disposed of in the dumpster.
- Remove** all food from concrete pad under pavilions.
- 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** and **tidy** restrooms.
- Lower** thermostat to 55 degrees and **turn off** hot water switch (Fishing Creek Community Center).
- Clean** chalkboards (Fishing Creek Community Center).
- Close** and **lock** all windows and doors.
- Report all damages** to Middle Paxton Township Office.
- Return key** to the Township Office the next business day. Failure to return the key the next business day will result in **forfeiture** of your security deposit unless other arrangements have been made and approved with the Township office.