



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)
- NO** tape or adhesive on any walls/painted surfaces. (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 do so will result in **forfeiture** of your security deposit unless other arrangements have been made and approved with the Township office. (Hagy Park)

FAILURE TO COMPLETE ANY OF THE ABOVE ITEMS WILL RESULT IN AUTOMATIC FORFEIT OF SECURITY DEPOSIT