

Answering calls and emails from people wanting to rent the hall
Showing the hall to prospective renters.
Collecting rent and providing keys for the location.
Checking on hall condition after rentals.
Monitoring hall for maintenance issues.
Weekly checking dishwasher stove fridge microwave to insure they are clean and operational.
Maintaining the community calendar to show usage and availability.
Providing a monthly list of rentals and revenues to the treasurer.
Regular walk abouts to check for condition of hall and grounds to insure the hall is in good condition.