

USE OF TOWN HALL

Permission must be received from Select Board before events can be scheduled.

One person will be designated “responsible” and will be given a key. The responsible person must be on the premises during set up, tear down and actual event. Key must be returned the day after event.

The Town Clerk office (rear office) is off limits and no one is to open or enter.

The Town Hall must be left in the condition it was in before event. (All furniture returned to original places. Floors dust mopped, trash removed, lights off, and doors locked and checked.)

Responsible person must acknowledge in writing, receipt of a copy of the rules.

Application for use of Town Hall for Events

Date/time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have been given a copy of the policy for use of Town Hall and agree to be named the responsible person.

Signature of responsible person:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Permission for use:

* Presented to Board of Selectmen: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Key to be given by and returned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOS Chair Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_