

**RULES & REGULATIONS FOR TOWN HALL RENTAL**

**Date Requested:** \_\_\_\_\_

**Group/Occasion:** \_\_\_\_\_

**Number of People:** \_\_\_\_\_

**Times of Event:** \_\_\_\_\_

**Time Access Is Requested:** \_\_\_\_\_

**All chairs & tables must be returned to same position as per your arrival.**

**Floors must be swept or wiped cleaned. (Cleaning supplies in kitchen)**

**Kitchen must be left clean and in order.**

**Do not attach anything to the walls.**

**All garbage must be removed from the premises that day.**

**No parking in front of the mailbox or the pump house. (Additional parking in lot south of the Town hall)**

**All doors must be locked when leaving the building.**

**Any cost of extra janitorial services will be applied to your deposit.**

**Rental fee of \$50 must be received no later than five days before the event.**

**A deposit of \$50 must be included with your rental fee and will be returned, if the building passes inspection, following the second Monday of the month.**

**Responsible Party:** \_\_\_\_\_

**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone No.**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_