

Facility Use Regulations and Rules

1. **Alcohol/Drugs/Smoking** – Alcoholic beverages, smoking and/or drugs are not permitted in the facility or on the property.
2. **Pets** – No pets are allowed in the facility.
3. **Parking** – Park in the designated areas only.
4. **Cancellations** – Cancellation of scheduled use must be made in writing seven (7) days in advance of the date and time reserved.
5. **User Responsibility** – User agree to assume responsibility for all liability for the injury or damage to their person or the property of the user or others, for personnel and/or property. The applicant agrees to have the facility vacant and cleaned by the designated end time. Rental period will be observed to avoid additional charges. The applicant is responsible for the conduct/behavior of the participants involved with the rental activity.
6. **Cleaning-** All users are expected to leave the facility clean and orderly. The applicant is responsible for removal of all decorations and any other items brought into the facility. Prior to leaving, the applicant will go through a room checklist that should be returned to the Town's Clerk.
7. **Wall Attachments** – No wall attachments are permitted.
8. **Cooking** – The kitchen area should be free of left over foods and/or groceries. Turn off all appliances.
9. **Music/Language** – Vulgar or offensive language is not allowed in the facility or on the property.
10. **The applicant agrees to check in and check out with the Town's facilitator.**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

Applicant Signature _____ Date _____