

TOWN OF HILL
TOWN HALL USE REGULATIONS

1. The Board of Selectmen or their authorized representative may grant permission to use the Town Hall following receipt of the attached Town Hall Use Application Form and in accordance with the Policy on Use of the building.
2. Use of the building is limited to the cafeteria, gymnasium and kitchen if requested.
3. A Certificate of Insurance will be required, unless it is a Town organization, prior to issuing a key
4. The Town Hall is not available for use during school hours, or during scheduled meetings of official Boards or Committees of the Town or during any school functions.
5. If application is approved, keys may be obtained by signature from the Administrative Assistant. Keys are to remain in the possession of the individual signing for them at all times. Immediately following the scheduled event, keys must be returned to the Selectmen's Office. If that is not possible, other arrangements must be made in advance with the Administrative Assistant.
6. At no time, except when the user is present, are doors to be left unlocked or windows open.
7. No signs, notices or other items are to be attached to the walls, doors, woodwork, etc. No painting or construction work is to be done on the building or anywhere on the property.
8. No alcoholic beverages are permitted in the building or on the grounds of the facility at any time.
7. Smoking is not allowed in the building at any time.
8. No sound system may be used without specific permission from the Board of Selectmen. When such permission is granted, the system shall be operated so as not to disturb the peace of abutting property owners or the general public.
9. Any furniture that is moved must be restored to its original place and cleaned.
10. No furniture, scenery or other equipment is to be moved into the Town Hall except with specific permission, and such must be removed at the conclusion of the function.
11. No painting or construction work is to be done in the building or anywhere on the property.
12. All restrooms must be cleaned at the end of the function.
13. At the conclusion of authorized use, all doors and windows must be locked. All lights must be turned off.
14. Thermostats must be left as they are found.
15. All trash must be removed from the building and taken with you. **Please do not place in town receptacle!!**

I, the undersigned, have made application for use of the Hill Town Hall, have read and understand each of the conditions stated above and agree to observe said conditions as the Board of Selectmen, in its sole discretion, may impose.

DATE: _____ APPLICANTS SIGNATURE: _____

PRINTED NAME: _____

ADDRESS: _____

PHONE: _____

