



Town Hall Room Reservation Request

Name of Individual Requesting Room Reservation: _____

Organization Name: _____

Date of Event: _____ Start Time _____ AM/PM End time _____ AM/PM
(Include set up & clean up time)

Nature of Event: _____ Number of Participants: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email: _____

Additional Notes: _____

By signing below, I agree to the Terms and Conditions described on the reverse side of this form.

Signature: _____ Date: _____

For Office Use Only

Room Reserved: 1st Floor Meeting Room
 Auditorium

Completed By: _____ Date: _____

TERMS AND CONDITIONS FOR TOWN HALL ROOM USE

- Room reservations are specific to this Room Reservation Request and do not convey use of other rooms in the Town Hall.
- The Town Hall entrance door code may not be given to other individuals.
- No smoking or alcohol use is permitted on Town premises.
- Incidental use of the Kitchen is permitted. Light refreshments may be placed in the 3rd floor Kitchen, including the refrigerator. Children under the age of 18 are not permitted in the Kitchen.
- Children/teens must be supervised by an adult at all times.
- All trash removal is the responsibility of the group reserving the room.
- All tables and chairs (and other items moved) must be returned to their original place after use.
- All lights (including in the bathroom) must be turned off, and all windows and doors must be closed before leaving.
- The Town reserves the right to cancel this reservation at any time should an official Board/Committee require the space and/or in the event of an emergency or disaster.