



# TOWN OF GRANVILLE

707 Main Road

P.O. Box 247

Granville, MA 01034

(413) 357-8585 (phone)

(413) 357-6002 (fax)

## OFFICE OF THE SELECTBOARD

### APPLICATION FOR USE OF TOWN HALL

Every person, group or organization (thereinafter the "user") using any town buildings shall abide by the following regulations:

#### ALCOHOLIC BEVERAGES

- No alcoholic beverages shall be sold or consumed on the premises unless the user provides the Town with appropriate insurance coverage and application.
- No alcoholic beverages shall be sold or consumed at any type of event primarily focused at youths.

#### CHAPERONS

- All youth events shall be chaperoned and shall not be left un-chaperoned at any time.
- Chaperons shall be mature adults and of a number sufficient to adequately monitor the safety and activities of the youth.

#### SECURITY

- It is the responsibility of the user to assure that the building is locked at the conclusion of the event.
- Keys to the building may be picked up before the event at a mutually agreeable time and must be returned or locked in the building at the conclusion of their event.
- The user should stay in the rented area and not disturb other sections of the building.

#### CLEAN UP

- It is the responsibility of the user to return the building to the same level of cleanliness in which they found it.
- Depositing of the garbage generated by the event is the responsibility of the user. The garbage should not be left on the site.

#### FEE

- A fee of \$50.00 shall be paid for use of the building. This fee seeks to cover the cost of insurance, utilities and administrative charges.

#### DEPOSIT

- A returnable \$50.00 deposit shall be charged for each use. Payment may be in the form of a check, money order or cash.
- If, at the discretion of the Town, the building is not "clean" or in some way damaged, the Town shall use the deposit to satisfy the costs associated with returning the building to its original state and shall reserve the right to charge the user additional sums to satisfy the damage if necessary.

## INSURANCE

- The user shall provide proof of liability insurance to cover the Town and user against claims.

## INDEMNIFICATION

To the extent allowed by law, the user agrees to protect, defend, indemnify and hold harmless the Town of Granville and its directors, officers, employees, contractors, and members from any and all claims or liabilities for property damage, personal injury or death resulting from negligence or misconduct of the user.

## POLICE EXTRA DUTY

If a function requires assistance from the Town Police Department, the user shall pay the Town the going rate per hour to reimburse the Police for their extra duty.

## ADDITIONALLY

- USE OF TAPE, STAPLES OR PINS ON WALLS IS PROHIBITED
- PLEASE ABIDE BY THE TOWN'S NO SMOKING POLICY IN PUBLIC BUILDINGS OR ON TOWN PROPERTY.
- DO NOT GO INTO TOWN OFFICES, MAILROOM AND RESPECT TOWN PROPERTY IN HALL AND KITCHEN.
- GOING ON STAGE OR USE OF STAGE IS PROHIBITED.
- VEHICLES IN PARKING LOT SHALL NOT BLOCK POLICE OR FIRE DEPARTMENT VEHICLES.

I have read and understood and do freely sign this use agreement.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date Signed

Name and Address of User:

Proposed Use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Time:\_\_\_\_\_

Phone:\_\_\_\_\_

Cell:\_\_\_\_\_