

Warren Town Hall Policy

Revised October 2, 2002

The Town Hall is available for community - related activities and occasionally for private activities such as weddings, family reunions, organization meeting and dinners, and art shows. It is not generally available for commercial, for profit activities unless there is 1) some community - related benefit from the activity, 2) the event is open to the public, and 3) the monies received do little more than cover sponsorship.

The Warren Town Hall, like most old buildings, requires routine maintenance to keep it in satisfactory condition. The town officials are committed to keeping the building repaired and available to the public. The Town Clerk schedules all public use. Approval for each use must be received from the Warren Select Board. Your application form (available from the Town Clerk's Office) should state name of sponsoring organization, type and explanation of event, admission charged (if any), expected number of people, date(s), hours of use. We ask that you treat the hall with respect, leave it in as good conditions as you found it, and adhere to the following rules:

FEES

- 1) A damage/key deposit of \$100.00 is to be paid in full prior to rental. After the key is returned, the building will be inspected and the deposit returned within one week if all is in order.
- 2) **There is a flat fee of \$100.00/floor for private use; \$75.00/floor for public use.**

Any Event that is open to the public and can be deemed to benefit or is of interest to the residents of Warren may be eligible for reduced or waived fees. The Selectboard must approve reduced or waived fees. If you are requesting a reduced or waived fee, on a separate sheet of paper, please accompany this application along with a complete and legible description of the event and how it may benefit the public, the estimated number of people expected to attend and any fees (such as cost of admission) being charged.

Parking

You must park only in the area designated as the Municipal Parking Lot. This lot is located behind the Warren Fire Station and between the Warren Municipal Building (not the Town Hall) and the United Church of Warren. **There is absolutely no parking on either side of the Town Hall. Parking in front of the building should be limited to handicap and for loading and unloading purposes only. No vehicles are allowed in any of the driveways, nor may they block any driveways. We have had trouble in the past when people have tried to park by Warren Antiques, which is private property, and by the Blair apartment building, which is off limits. Cars will be towed at the owner's expense. It is your responsibility to ensure that those who attend your event follow the parking rules. Any complaints will be forwarded to the Applicant. See attached parking map**

Hours

Use is limited to 10:00 p.m. Please contain your event to the inside of the building and try to leave quietly out of consideration for the neighbors. **No live bands or loud music of any kind will be allowed without prior written approval.** We have had serious problems in the past and regretfully have been forced to make this decision.

General Use

- 1) The presence or consumption of alcoholic beverages on the premises is prohibited.
- 2) After your event, please turn the thermostat down to 60 and lock up as you leave.
- 3) During the winter, please leave the bathroom doors open when not in use to prevent freezing pipes. Check ahead of time to make sure there are supplies (toilet paper, paper towels, etc.). They are available at the Town Clerk's Office during regular business hours.
- 4) You are responsible for the removal of any garbage or trash you generate. Please take down any decorations.
- 5) **Nothing is to be nailed, stapled, tacked, or taped to any walls. Please do not disturb the old photographs.** If light bulbs are burned out, please notify the Town Clerk. They will be replaced. You may have access to the building the day before your event in order to decorate or set up if the Hall is not in use.
- 6) **Please do not push or pull any furniture or heavy objects along the wood floors.** Do not use any kind of tape on the wood floors. Tables must be left downstairs unless they are already in place. They are heavy and difficult to move, and the attempt to do so damages the walls.
- 7) If you are using the kitchen, please leave it as you found it (or better). Wash and put away all dishes and utensils used. Wipe up any spills on the floor, stove, or fridge. If you break something, replace it. Wipe off all tables and chairs if necessary. Leave all used dishtowels by the sink so they may be laundered. If you discover anything broken or not working, please notify the Town Clerk.

APPLICATION FOR THE USE OF WARREN TOWN HALL

Submitted to Select Board, Town of Warren

Revised October 2, 2002

Applicant's Name: _____

Applicant's Address: _____

Tel. No. (s): _____ Proposed Date(s): _____

Hours of Use: _____ Floors requested? __ Basement __ middle __ top

Description of Proposed Use: _____

Total (Maximum capacity for building is 149) Number of People: _____.

Do you plan to use / provide / serve / allow: (circle all the preceding that apply)

{ } Food { } Entertainment (bank, other music, theatre, other - please explain)

Presence or consumption of alcoholic beverages on the premises is prohibited.

I understand and agree that I will be held solely responsible for any violation of the terms of this permit and for any damage to any town property. I agree to hold the Town of Warren harmless from, and indemnify it from all actions arising out of the proposed use.

Date: _____

Signature of Applicant

{ } Approved subject to any conditions listed below and to payment of all fees.

{ } Denied.

Conditions: _____

WARREN SELECT BOARD: _____ Chairman
