TOWN OF WARREN
TOWN HALL USE POLICY AND RENTAL AGREEMENT

The Warren Town Hall is available for use by residents and members of the public. This historic building is a landmark in the community and holds cherished memories for residents and non-residents alike. The Town of Warren encourages its continued use as both a community center and a venue for community members' private functions. The policy outlined below is intended to ensure the Town's facility will be maintained in good condition and its use and maintenance do not impose an undue financial burden on the Town's residents.

Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facility shall be required to execute a Rental Agreement for each event.
Renters will not be allowed access to the Town Hall without a signed Rental Agreement on file with the Town Clerk's Office.

1. FACILITY TO WHICH THIS POLICY APPLIES:
Warren Town Hall
413 Main Street
Warren, VT 05674
Top Floor – meeting area & bathrooms
Basement – kitchen facilities & meeting area

2. PRIORITY OF USE:
The Town of Warren will make these facilities available on a first come, first serve basis for individuals, groups, and organizations to rent outside of the times when the facility is being utilized by Town staff, boards, commissions, and committees, for community programming and events, or during regular Library hours. Rental requests must be made and the agreement and payment completed no later than two weeks before the rental date. Accommodations can be made for immediate needs, for example a memorial service or use during an emergency.

3. HOURS OF AVAILABILITY:
The rental space is generally available between 8:00 a.m. and 10:00 p.m. All time needed for decorating, setup, cleanup, and the removal of materials must be included in the hours reserved under the rental agreement. Any request to access Town Hall before or after the reserved rental period must be arranged in advance and added to the rental agreement.

Events must be contained within the building. Out of consideration for neighboring residents, guests are asked to keep noise to a minimum and leave the premises quietly. Live bands and other loud music are prohibited unless prior written approval has been obtained from the Town.

4. KITCHEN:
The Town Hall kitchen is limited in its present condition. Any cooking that would cause excessive grease splatter is not allowed per the Fire Marshall. For clarification, please contact the Town Administrator.

The kitchen should be left as it was, with used items washed, dried and put away. All food items should be removed and any spills in the refrigerator or stove should be cleaned. If these conditions are not met a cleaning fee will be assessed and deducted from the security deposit.

5. PARKING:
Parking for the Town Hall is located in the municipal lot area directly adjacent to the building. Parking is not permissible behind the Town Hall, in private driveways or in any of the parking areas designated for local businesses. Additional parking is available at the community park and ride area located near the north entrance of the Village on Main Street and at the Warren Elementary School. If utilizing this area during school hours, please contact the Town Administrator first.

PROHIBITIONS: The following are strictly prohibited at the facility:

- Smoking, vaping, or the use of electronic cigarettes or similar devices for tobacco or marijuana is strictly prohibited inside Town facilities. The possession or use of illegal drugs, narcotics, or other controlled substances is also strictly prohibited on Town property.
- Candles or open flames of any kind
- Sliding the tables and chairs across the floor – all furniture should have a protective ball underneath and must be picked up and carried to be moved.
- 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 Administrator.

6. OCCUPANCY:
Per fire safety regulations, occupancy will be limited as follows: 149 people is the building limit.

7. CLEAN-UP:

- All tables and chairs used should be wiped down and returned to their original places. If tables and chairs are not returned to the proper floor (basement or upper), fees will be assessed and deducted from the security deposit.
    - Tables & Chairs from the basement have pink markings and indicate DS (downstairs)
    - Tables & Chairs from the top floor have blue markings and indicate US (upstairs)
    - Chairs should be stacked no more than eight high.
- All decorations, inside and outside, should be removed and properly disposed of.
- The renter is responsible for turning off all lights, closing all windows and doors. If upstairs please turn the heat pumps off using the wall remote.
- The renter is responsible for all trash removal. If trash is left at the facility, a removal fee (see Rates and Fees section) will be assessed and deducted from the security deposit. **Please note: The dumpster & blue recycle bin by the Municipal Building are not to be used. Any trash put in that dumpster will be considered trash left at the facility and the appropriate fee will be deducted from the security deposit.**
- Any broken items should be reported to the Town Administrator and will be replaced using

the security deposit.

8. COMMUNICATION:
Scheduling of events is coordinated with the Town Administrator. If there are any questions involving the space, facility or equipment available at the Town Hall, please contact the Town Administrator.

All insurance certificates, deposits and payments should be dropped off or mailed to the Warren Town Office to the attention of the Town Treasurer. If there are any questions involving your payment, please contact the Town Treasurer.

The Town will inspect the Town Hall prior to the event to ensure that the facility is clean and ready. The Town will also inspect the facility within three days of the event and will communicate the condition of the facility to the Town Administrator within 24 hours of the inspection.

9. RESERVING THE SPACE:
At the time of booking, the Town Administrator will tentatively reserve the date requested. A signed Town Hall Rental Agreement and full payment plus security deposit and proof of insurance must be received by the Treasurer no later than the 7th calendar day that follows the booking date and at least 14 days before the event rental. If the contract, payment and proof of insurance are not received within the specified time frame, the date will be released.

10. RATES AND FEES:
Payment is to be made in **two checks**: 1) Rental Fee and 2) Security Deposit. The Town Hall will be made available to other renters if payment has not been received within 14 days of the booking date. Renters will not be allowed access to the Town Hall unless all payments and certificates have been received.

Rental Rates	**Hourly rate**	**Full Day maximum of 10 hours**
Warren Property Owner or Resident	$15	$150
Non Property owner	$30	$300

Security Deposit/Fees	**Rate**
Security Deposit	$200
Security Deposit with Alcohol	$400
Trash Removal Penalty	$75

The Selectboard may, at its discretion, waive the rental fee for non-profit organizations with prior notification. All other deposits and fees are still applicable and a completed Town Hall Rental Agreement will still need to be filed

with the Town Administrator.

On a case by case basis, the Selectboard reserves the right to waive or change any item in this policy. Any changes related to a specific event must be made in writing and signed by both the renter and the Selectboard.

CONTACT INFORMATION:
Town Administrator (fees/payments)
Rebecca Campbell
PO Box 337
Warren, VT 05674
townadmin@warrenvt.org

Adopted by the Town of Warren on: 9-22-26

Signatures:



Warren Town Hall Rental Agreement

Primary Contact:

Organization (if applicable):

Primary Contact:

Mailing Address:

E-Mail:

Phone:

Event Information:

Type of Event:

Expected Attendance:

Floor Requested? **Top Floor:** **Basement:**

Do you plan to use? **Food:** **Entertainment:**

Rental Date:

Start Time:

End Time:

Closing Checklist Link - **This checklist must be completed before leaving the building**

Key Pickup / Return:

Pick Up: **Date:** **Time:** **Received by:**

Returned: **Date:** **Time:** **Returned to:**

In consideration of the mutual covenants and conditions herein, the parties agree as follows:

FACILITY. The Town rents to Renter the Town Hall in Warren, Vermont (the Facility) for the Event described below.

RENT AND SECURITY DEPOSIT. Renter will pay the Town a rental fee of $_____at the signing of this Rental Agreement. Renter will also provide the Town with a separate security deposit of $200 ($400 with alcohol) at the signing of this Rental Agreement.

INSURANCE AND ALCOHOL. The Renter shall ensure that all caterers, food or beverage vendors, entertainers, contractors, and other service providers maintain the insurance required by this Agreement, name the Town of Warren as an additional insured, and provide certificates of insurance before the Event.

If alcohol will be furnished, served, sold, or consumed:

1. A $400 security deposit is due when this Agreement is signed.
2. The Renter, caterer, or other party responsible for furnishing, selling, or serving alcohol must obtain all required licenses and maintain general liability and liquor liability insurance with limits of at least $1,000,000 per occurrence and $1,000,000 in the aggregate. The Town and Renter shall be named as additional insureds, as applicable, and certificates must be provided before the Event.
3. With the Town's prior written approval, host liquor liability coverage may be accepted when alcohol is consumed but not sold.
4. Alcohol shall not be provided to anyone under age 21 or anyone who is intoxicated or appears intoxicated. The Renter is responsible for verifying age and monitoring alcohol consumption throughout the Event.

OBLIGATIONS OF RENTER. At the end of the rental term, Renter will return the Facility in a neat, orderly and clean condition. Renter will be responsible for, and liable to, the Town for all repairs to the Facility or replacement of town equipment and materials required as a result of damage caused by the Renter and their guests.

OCCUPANCY. Occupancy of the Facility will be limited to 149 persons.

SMOKING and VAPING. Smoking and vaping are prohibited in the Facility.

RETURN OF SECURITY DEPOSIT. Within three days following the Event, the Town will inspect the Facility. If Renter and guests have not caused any damage to the Facility, the Town will destroy the security deposit to Renter. If Renter and guests *have* caused damage to the Facility, the Town may retain all or a portion of the security deposit. If the Town retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.

INDEMNIFICATION AND HOLD-HARMLESS. Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons

or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

ASSIGNMENT. This Rental Agreement is not assignable to any other person or entity.

RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

CONFORMANCE WITH THE LAW. Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Warren Town Hall Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

Renter Acknowledgement
Please initial each statement.

_____ I have read and understand the Town Hall Use Policy.

_____ I agree to comply with all Town Hall rules.

_____ I understand I am responsible for all guests attending my event.

_____ I understand I am responsible for any damage caused during my rental.

_____ I understand that all trash must be removed from the premises.

_____ I understand my security deposit may be partially or fully withheld for damage, excessive cleaning, or violations of this Agreement.

_____ I understand the Town reserves the right to terminate my event if this Agreement is violated.

Signature of Applicant:	Date

	Approved subject to any conditions listed below and to payment of all fees
	Denied
Conditions:	

Signature of Town Administrator:	Date