

POLICY FOR THE USE OF Plainfield Town Hall

The auditorium space of the Plainfield Town Hall is available for town business, community activities and private functions. Use of Town Hall is scheduled through the Town Clerk's office and managed by the Town Hall Operations Committee. Users are expected to leave the facility in the same condition as they found it and to enforce parking, noise and use restrictions as covered below. This policy is subject to change and is intended to allow easy, affordable and diverse use while keeping the historic Town Hall in good condition and a good neighbor. The Town Hall Committee through its coordinator reserves the right to deny any application for use, request proof of insurance and/or require police coverage for any event.

SCHEDULING

The Town Clerk's office provides applications. The Town Hall Coordinator approves applications and supervises use.

RATES

Rates are set by the Select Board with the intent of covering utility expenses and building on a small maintenance and improvement fund. Town or Twinfield school-related events may be reduced or waived.

Summer Rates (May 1st-Sept 30th)

- 1) Town resident \$35/day
- 2) Non resident \$75/day

Winter Rates (October 1st-April 30th)

- 1) Town resident \$50/day
- 2) Non resident \$100/day

SECURITY DEPOSIT & KEYS

A refundable deposit of \$100 is due to the Town Clerk upon receiving the keys. The deposit will be returned in full after a successful post-event inspection of the facility. Users will be held responsible for damages or losses that exceed \$100.

PARKING

Limited to about twenty cars and only in the municipal lot across the street from the Hall. No parking is allowed on adjacent property, and temporary parking is allowed on Harvey Hill only for the loading and unloading of materials. If the sheriff or town constable is called to resolve complaints, the fee will be deducted from the deposit. Towing will be at the owner's expense.

USE RESTRICTIONS

- Occupancy is 217.
- Smoking is prohibited in the building.
- Alcohol is prohibited in or around the building, except by prior approval from the Select Board
- Town noise ordinances go into effect at 11pm

Cleaning of all floors and bathrooms and the removal of all trash is the responsibility of the renter.

I have read and understand the policy for use of the Plainfield Town Hall _____,
Date_____.