

Town of Acton, Maine

Use of Town Hall Policy

This usage agreement details the terms and conditions for non-official use of the town hall and its facilities.

“Facilities” includes the hall, rest rooms, kitchen and parking lot. A representative for each event is required to sign a usage agreement form. The Town reserves the right to refuse the use of the hall facilities to any person or group, and to cancel scheduled functions in an emergency.

GENERAL RULES:

- 1) Arrangements must be scheduled in advance with the Selectmen’s Office.
- 2) The maximum capacity of the hall is 98 people. The Selectmen reserve the right to set additional limits on the maximum number of persons at any particular event.
- 3) No alcoholic beverages are allowed.
- 4) No smoking is permitted inside the building.
- 5) If the kitchen is used, posted kitchen rules are to be adhered to.
- 6) Emergency fire exit doors are not to be blocked in any way.
- 7) The hall and adjacent facilities will be left clean and orderly.
- 8) The heat may be set for a maximum of 68 degrees. Turn the heat down to 55 degrees at the end of each event.
- 9) Turn off all lights at the end of each event.
- 10) Rubbish and all event materials will be removed at the end of the event, including decorations, posters, brochures, etc.
- 11) Tables and chairs may be used unless needed for another meeting or event.
- 12) Facility users must have at least one responsible adult (at least 21 years of age) present at all times. The presence of additional adults may be required depending on the event.
- 13) Make sure toilets are flushed before leaving.
- 14) Anyone leaving the facilities in unsatisfactory condition will be billed for repairs and clean up. Facility users shall be solely responsible for any damage or injury to persons or property, including any damage to the Town’s property, arising out of the event.

KITCHEN RULES:

- 1) Remove all food that you brought from the refrigerators and kitchen.

- 2) If using the stove, make sure to read instructions posted on the wall behind stove. Be sure to turn gas off before leaving.
- 3) Clean the kitchen floors, stove, counter tops and used kitchenware, and put dishes away.
- 4) Close and lock all windows.
- 5) Unplug small appliances.
- 6) Put away all tables and chairs.
- 7) Remove all rubbish.
- 8) Do not remove any appliances, dinnerware, or cooking utensils from the kitchen.
- 9) Turn off all lights and lock the hall door.
- 10) Return the key to the Selectmen's office.

FEES:

The rental fee for private use of the hall by Town residents or Town property owners is \$50.00 per event.

The rental fee for use by other organizations or individuals is \$100.00 per event.

In addition, all users are charged a security deposit of \$50.00 per event. Checks should be made payable to the Town of Acton, ME. The un-cashed check or cash will be refunded upon satisfactory inspection of the facility and return of door key to the Town Administrator. Fees are payable at the time the reservation is made. Notwithstanding the foregoing, The Board of Selectmen reserves the right to waive fees for non-profit organizations providing services to the community.

Adopted 12/22/2011; Amended 11/13/2014; Effective 01/01/2015; Amended 01/02/2018



Elise Miller, Chairman



Ed Walsh



Kimberly Stacey-Horn

Board of Selectmen

Town Hall Rental Contract

I/we agree to abide by the Town of Acton Policy entitled "Use of Town Hall Policy" and have received a copy of said rules and regulations. Furthermore, I assume any and all responsibility for the misuse of the building or property during the rental period.

Print Name: _____ Organization: _____

Signature: _____ Date of Event: _____

Address: _____

Phone: _____

Amount of Fee Paid: _____

Date of Fee Paid: _____

Date Deposit Received: _____

Date of Deposit Returned: _____