

# CONTRACT FOR USE OF MONROE TOWN HALL

DATE(s) REQUESTED \_\_\_\_\_

TIME REQUESTED \_\_\_\_\_ TO \_\_\_\_\_

(INCLUDE TIME NEEDED FOR SETUP AND CLEANUP)

CHECK LOCATION(s) NEEDED KITCHEN/DINING ROOM \_\_\_\_\_ GYM \_\_\_\_\_

PERSON(s) EVENT IS TO BE HELD FOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF EVENT TO BE HELD \_\_\_\_\_

WILL THE HANDICAP LIFT BE NEEDED YES \_\_\_\_\_ NO \_\_\_\_\_

➤ IF YES HAVE YOU BEEN TRAINED TO USE THE LIFT YES \_\_\_\_\_ NO \_\_\_\_\_

## REQUESTER INFORMATION

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP TO PERSON(s) EVENT IS FOR \_\_\_\_\_

(If event is not for a resident or taxpayer of Monroe)

I agree to all the terms listed below and assume full responsibility for any damage to the hall caused by the function. I also agree to supervise the hall at all times and make sure the building is locked and secured following the function.

SIGNATURE OF REQUESTER \_\_\_\_\_ DATE \_\_\_\_\_

The following rules shall be adhered to in the use of Town Hall :

- 1) The use of the Town Hall shall be at the discretion of the Selectmen and not approved until signed by requester and selectmen.
- 2) A. The event must be for a **Resident or Taxpayer** of the Town of Monroe or;  
B. A resident or taxpayer may request use of the hall for an event for a nonresident only if it is their **Grandchild, Child, Parent, Grandparent or Sibling.**
- 3) Business events are limited to business's who's registered address is in the Town of Monroe.
- 4) Fundraisers, Dances and other group functions not addressed above are at the discretion of the Selectmen
- 5) The hall is to be picked up, cleaned and left in good order. If the building is not left in good order, the users will be charged a fee for the extra work to clean and repair any damages to the building.
- 6) Selectmen have the right to request that any event have a Police Officer on duty.
- 7) Loud music and noise will not be tolerated and if such does occur, with complaints, the building will be closed and everyone will have to vacate the premises whether or not the function is finished.
- 8) Keys for using the Town Hall must be picked up during regular business hours.
- 9) **Keys must be returned to the Selectmen's Office in a timely manner after the event. If you do not return your key there will be a \$10.00 charge to the requester.**

Board of Selectmen

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