

Rules for the Town Hall Use

Responsibilities of users:

1. Adhere to all rules of the hall

Donations for the use of the hall:

No set rate for the use of hall, but donations are accepted. (Any donations received will go toward the upkeep of the hall).

1. When picking up key, user must fill out reservation form and receive copy of town hall rules.
2. A refundable cash or check deposit of \$50.00 must be provided when picking up key refundable after inspection. Whomever picks up the key for the hall will be the person responsible for the hall and will be required to sign the reservation form and must be the one to return key. Damages will be the responsibility of the key holder.

Hall Users:

1. Town Residents : Defined as (The owner of a habitable domicile located within the Town of Shirley). Habitable Domicile is Defined as a house equipped with a water supply, septic system, living quarters, and sleeping quarters as noted on Town Tax Records).
2. Any non-resident may rent the Town Hall if approved by Selectmen
No Overnight Functions
No Open Fires
NO ALCOHOL in building or on premises(insurance purposes)
NO SMOKING in building or within 20 ft of building

Rules:

1. Hall must be cleaned after use:
2. There is no running water must bring own.
 - A. Floors in the hall and kitchen must be swept and damp mopped (with plain water only).
 - B. Tables and chairs will be washed and put away.
 - C. Any dishes, coffee pots, etc.. Used must be washed.
 - D. Dish cloths should be washed and dried at a cool setting only. (hot dryer will shrink the table cloths).
3. Garbage **must** be removed from the premises that day.
4. Heat and lights must be turned off.
5. Turn off stoves and **unplug** refrigerators.
6. Refrigerators must be left open and empty; leave freezer open and empty.
7. Doors must be locked and key returned.
8. Users must provide their own paper products (i.e. toilet paper/paper towels).
9. Users may want to rent a portable toilet for an all day function (which must be paid for by user).

ALL ISSUES WILL BE TAKEN UP BY THE SELECTMEN

Selectmen

Norman Beckwith

David Thorp

Kirk Hamilton