

Town Facilities Use Guidelines

Rules for Use and Cleanup of Dunstable Town Hall Rooms or Gazebo and Common

The primary use of the Town Hall during the week is the conducting of Town business. For this reason, special daytime or evening activities must not conflict with the working environment of Town Hall staff, Town Boards and Committees or the general public.

Town Hall Capacity is as follows: Upstairs "Grand Hall" – 150, stage area – 20, Law Library/meeting room - 6, Selectman's Meeting Room - 20, Downstairs "Grange hall" - 180

Rules for Use of Dunstable Town Facilities

1. Use of Town buildings must be scheduled through the Selectman's Office. On occasion, approval must also be obtained from the Board of Selectmen. Please allow a minimum of two weeks for this process.
2. A rental fee of _____ shall be charged for all private functions. This fee may (will)... be waived for non-profit organizations. Requests for waiver should be noted on the Application for Use of Town Facility (*page 3 of 3*).
3. No decorations may be attached to walls, ceiling, floor or windows with fasteners such as tacks, nails, staples, duct tape, scotch tape, etc. Decorations should be flame retardant and may not include lit candles or other open flames.
4. Pictures, photographs, etc. that are part of the Town hall collection and hang permanently in the Hall shall not be removed by the user.
5. You must ensure that exit doors are not obstructed in any way and that you are familiar with placement of exits and of fire extinguishers.
6. No alcohol or tobacco products are allowed in any town building or other public town property.
7. A Town official with a key must be designated as responsible for (overseeing) opening and locking the building.
8. The facility must be left clean and neat. A check list will be provided and should be completed and returned to the BOS secretary. All chairs, tables, etc should be returned to the rooms from which they were taken and should be left in the configuration shown on the check list.
9. Events held in the Town Hall or on the Common must end by_____
10. Parking is limited and in the event of a large event it may be necessary to use parking on both sides of Main St. It is important in such cases to be aware of other events taking place at the same time in the church, school, etc. It may be necessary to request police detail for very large functions. This is the responsibility of the Event organizer.
11. Activities held for young people must be adequately chaperoned with a minimum of one adult for every (25) youngsters age 12-21 or one adult for every (10) children under 12. Children should remain in the area scheduled for the event, especially during Town Hall business hours
12. No food or liquids are allowed in any of the upstairs meeting areas or grand hall. Refreshments can only be served in downstairs hall (Grange Room).

Town Facilities Use Guidelines

Town Hall Use Checklist

1. Remove all props, costumes, etc. Check window sills and all other surfaces for personal property.
2. Replace all furniture to its proper place.
3. Check Kitchen: remove all food and trash left over from special event.
4. Wipe sink, counter, and check floor for spills. Turn off all water faucets.
5. Check bathrooms: be sure that no paper is left in sinks, on floors, etc. Be sure all toilets have been flushed, windows closed and lights are out. Turn off all water faucets.
6. Pick up or sweep up all trash/debris from main hall, stairs etc. Remove all trash generated by your event from the site.

Town Facilities Use Guidelines

Application for Use of Town Hall, Common/Gazebo

Name/Organization _____

Date of Application: _____

Request for use of _____

If you are using the Grange room, you must request permission to use their tables, chairs and piano.

Permission granted/denied by _____

Do you intend to use the piano in the main hall? YES NO

On: (Date(s) _____) Between the hours of _____

For the purpose of _____

Estimated attendance _____ Admission Charged _____

Dunstable Resident? YES NO Civic Non-Profit Group? YES NO

Will Food be served? YES NO Storage of materials from (dates) _____

I have read and agree to the attached rules and checklist concerning the use of Town property. I agree to hire and pay for a Dunstable Police Officer and/or building custodian if required to do so. I also agree to return the completed checklist to the BOS office within 48 hours of the end of the event and to reimburse the Town of Dunstable for any damage or loss of Town property resulting from my use during this time.

I accept liability for any and all damages, exclusive of ordinary wear and tear.

Applicant Name _____

Address _____

Home Telephone _____ Work _____

E-mail _____

Applicant Signature _____

Selectman's Office Use Only

Accepted/Rejected Date _____

Fee _____

Dunstable Police Officer Required _____ Building Custodian Required _____