



RENTAL POLICY

The meeting room is for Town of Merton Town Board meetings held the 2nd and 4th Monday of every month and Plan Commission meetings which are held the 1st and 3rd Wednesday of every month when needed. Annual Elections are also held in the meeting room. Dates for elections depend on the contest which could be in February, April, August, & November. The meeting room may be used by Town of Merton residents and non-for-profit organizations as long as the use does not interfere with the daily activities of the Town Staff. The Town of Merton reserves the right for refusal.

- Applications will be handled on a first-come, first serve basis. Town of Merton meetings and town uses are first priority.
- Applications must be submitted seven days prior to the date, but no earlier than 2 months.
- Room Capacity is 100
- No animals are allowed in the building unless needed for a disability.
- A key must be checked out and returned unless you are using the room during office hours. At the end of your event, you may go out the combination door located at the north east side of the building, it will lock behind you. Then drop the key in the drop box by the front door.
- Chairs and tables are available for groups to use to meet their needs. The staff is not available for setting up the room. The room must be returned back to the way it was prior to your event.
- Each applicant is required to clean all areas used including the rest room. Make sure all lights are turned off and doors are locked.
- Due to Covid Concerns, you must provide your own sanitary supplies and wipe down all hard surfaces before and after the event.
- Garbage must be removed and replaced with new bags. See staff on instructions.
- Kitchen area – is available however supplies are not provided. Please do not use the town's supplies. There may be space available in the refrigerator, however town staff also store items in there.
- No smoking.
- Internet and TV maybe available for usage, however training, security code, and equipment is required from town staff.



Application to Use the Town Hall Meeting Room

Applications must be submitted at least 7 days prior but no earlier than 2 months.

Date of Rental: _____ Time Requested: _____

Full Name of Organization or Individual: _____

Purpose of your meeting: _____

Estimated attendance: _____ (Room capacity of 100)

Do you plan to serve food/beverages? _____ No _____ Yes (see policy regulations)

Will you need internet? _____ No _____ Yes (see policy regulations)

Will you need the flat screen TV for presentation? _____ No _____ Yes (see policy regulations)

Contact Person: _____ Phone: _____

Address: _____ City/Zip: _____

Email Address: _____ FAX: _____

The undersigned, on behalf of the above-named organization, hereby indicated that he/she read and agrees to comply with the policy and procedures governing the use of the Town Hall meeting room. The undersigned agrees to indemnify and hold harmless the Town of Merton from any and all actions or suits relating to its use of such rooms and facilities. Further, the undersigned agrees to reimburse the Town of Merton for any and all costs for repair of and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

Signature of Applicant

Date