



## Application to Use the Town Hall Meeting Room

Applications must be submitted at least **14 days prior but no earlier than 4 months.**

The Town reserves the right to cancel any rental for emergency meetings.

Organization/Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Purpose of your meeting: \_\_\_\_\_

Will you need internet? \_\_\_\_\_ No \_\_\_\_\_ Yes (see rule #11)

Will you need aquas board/micro phones for presentation? \_\_\_\_\_ No \_\_\_\_\_ Yes (see rule #12)

Estimated attendance: \_\_\_\_\_ (Room capacity of 100)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

By signing, I have read and agree to the Conditions of Use/General Rules and agree to abide by them. I will also instruct my group of rules and conditions and see that they also abide by the same. If I fail to follow any of the rules, I understand that my deposit will not be returned.

## DEPOSIT AND RENTAL FEES

Meeting Room Rental (Less than 2 hours and no food) No Charge

Meeting Room Rentals for all day \$200 (\$100 rental fee plus a \$100 security deposit\*)

\*Security deposit refunded after event.

## CANCELLATIONS/REFUNDS

The rental fee for reservations canceled will be refunded, minus an administrative fee of \$10. The Town reserves the right to cancel any rental for emergency meetings and will refund the rental fee and security deposit with no administrative fee.

## RESTROOMS

Handicap accessible restrooms are available down the hallway from meeting room.

## HEATING & COOLING

Heating and air conditioning settings are pre-set and shall not be adjusted.

## ALCOHOLIC BEVERAGES/TOBACCO

The Town Hall is an Alcohol-free and Tobacco-Free Facility. No smoking is allowed. Persons wishing to smoke must go off the municipal ground or in their vehicle.

## FOOD

Food that is prepared and cooked may be brought into the facility in warmers and serviced. Food cannot be prepared and cooked in the Meeting Room. The meeting room is carpeted and the applicant would be responsible for paying to have the carpets cleaned for any spilling of food.

## RULES FOR USE OF MEETING ROOM AND RETURN OF SECURITY DEPOSIT

- 1) The Applicant must be a Town of Merton Resident at least eighteen (18) years of age or older.
- 2) A Key must be checked out and returned unless you are using the room during our 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. There is a drop box by the front door to return the key or it may be left by the clerk window if you are going out the combination door. The Key must be picked up prior to your event during the Town Hall Office Hours:  
Monday to Thursday 8:00 am to 4:00 pm; Friday 8:00 am to 3:00 pm.
- 3) Payment in full is required at time of application.
- 4) The Applicant 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.
- 5) The Applicant 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.
- 6) NO TAPE, STAPLES, TACKS, NAILS, OR OTHER ITEMS MAY BE USED IN ANY PART OF THE BUILDING TO ATTACH DECORATIONS TO THE FLOORS, WALLS, MIRRORS OR CEILING.
- 7) Kitchen Area/Appliances are NOT AVAILABLE.
- 8) All doors and windows must be secured before leaving and all lights must be turned off.
- 9) All tables and chairs used **must be returned to the way the meeting room was found**. Make sure everything was wiped down and dried before stacking and that you have checked the bathrooms.
- 10) No awnings, tents or canopies shall be erected outside the Town Hall or the asphalt parking lot.
- 11) Internet maybe available for usage if requested prior to rental ask for details.
- 12) Town Equipment maybe available for usage, however training will be required from Town staff **prior to the rental and an appointment would have to made with Town staff well before the rental.**