



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:

Will you need the micro phone system? _____ No _____ Yes (see rule #12)

Will you need internet? _____ No _____ Yes (see rule #12)

Will you need TV for presentation? _____ No _____ Yes (see rule #12)

Do you plan to serve food/beverages? _____ No _____ Yes (see rule #12)

Purpose of your meeting:

Estimated attendance: _____ (Room capacity of 100)

Contact Person: _____

Phone: _____ Email Address: _____

Address: _____

City/Zip: _____

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

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.**