

**AGREEMENT FOR THE USE OF THE TOWN HALL  
FACILITIES**

\_\_\_\_\_  
Name of Organization or Group

\_\_\_\_\_  
Name of person representing the Organization or Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

This will confirm the arrangements being requested for your group's use of the Milan Town Hall Facilities, as noted below:

- Community Room
- Large Meeting Room
- Cafeteria

**Rental Rates** ( NR= Non Resident) ( Resident – No Charge)

Community Room: NR - \$100.00

Large Meeting Room: NR - \$250.00 ( **NO FOOD ALLOWED**)

Cafeteria: NR - \$250.00

**Cleaning Bond:** A cleaning bond of \$200 must accompany your application for use of the Cafeteria/ Kitchen. This check will be returned after the completion of application's event and inspection of facility for satisfactory cleaning. Applicant will be charged \$40 per hour per staff member to clean facility after use and may incur additional charges beyond \$200 bond. A \$25 fee will be assessed if tables and/or chairs are not properly stored.

**Date (s)** \_\_\_\_\_

**Time:** \_\_\_\_\_

It should be understood that groups using the Building's Facilities for evening meetings or events must not select dates when Town Meetings are actually scheduled (i.e., Justice Court, Planning Board, etc.) . Special requests will be considered on an individual basis.

You and your organization hereby agree to adhere to the rules set forth on the attached page by signature of an authorized member of your organization or group.

The Town of Milan reserves the right to suspend temporarily this agreement should the Town have need of the facility for its own purposes. Advance notice will be given as soon as possible on such occasions.

The Town Clerk should be informed promptly of any schedule change or cancellation of your groups' activities. Arrangements for access to specific area to be used should be made with the Town Clerk at the time this form is submitted.

No application shall be considered approved until it has been submitted to the Town Clerk for review and clearance.

Terms of this agreement must be strictly adhered to by the contracting group as any disregard or abuse of the rules for use of the facilities will result in termination of use by the offending group/applicant, and they will not be granted reinstatement.

I have read and understand the rules and regulations for the use of the Facilities in the Town of Milan Town Hall, and will comply with these requirements.

Signed: \_\_\_\_\_

For: \_\_\_\_\_  
(Name of Group/Applicant)

Dated: \_\_\_\_\_

Approved: \_\_\_\_\_  
Town Clerk or Deputy

Date: \_\_\_\_\_

Received from \_\_\_\_\_ the amount of \_\_\_\_\_ for the  
for the use of the Town Hall. \_\_\_\_\_  
Town Clerk or Deputy

Key # \_\_\_\_\_

## **RULES FOR USE OF MILAN TOWN HALL FACILITIES**

1. The applicant assumes all responsibility for any damage to furnishings, equipment or property. **Applicant** must be present at all functions.
2. Proof of insurance must be provided – either Homeowners or Renters insurance naming the Town of Milan as an additional named insured.
- \* 3. **NO ADMITTANCE** is allowed upstairs in the office area of the Town Hall unless otherwise specified in the agreement.
4. Food and beverages may be served in the downstairs cafeteria area only.
5. The applicant is responsible for all foods, beverages and paper supplies. **NO** food or beverages may be served in the Large Meeting Room upstairs.
6. **NO** alcoholic beverages are allowed in the building or on the grounds.
7. All garbage is to be taken with you when you leave.
8. **NO SMOKING** is allowed anywhere in the building.
9. Upon leaving, doors must be locked and all lights must be turned off. The key must be returned to the Town Clerk in the drop box under the mailboxes upstairs. The deposit will be return to the applicant provided the areas used are properly cleaned and everything is left in the manner in which they found the hall.
10. Clean up should include: For Cafeteria Use: Sweeping the floor – Chairs and tables returned to their proper places – counter tops and tables should be wiped down. Floors are to be swept and washed (if necessary) – For Kitchen Use: Mop floors, clean stove top, wipe down counter tops and doors. Use of dishwasher is prohibited. For Large Meeting Hall and Community Room - All tables and chairs returned to their proper places – carpet vacuumed and floor swept.

**IF DAMAGE OCCURS, THE APPLICANT BE HELD RESPONSIBLE FOR THE COST OF FIXING OR REPLACING, IN ADDITION TO THE LOSS OF YOUR DEPOSIT**

**FAILURE TO OBEY THESE RULES WILL RESULT IN DENIAL OF FUTURE USE OF THE TOWN HALL.**

**\*THE USE OF THE TOWN HALL FOR PARTIES, AFFAIRS ETC. IS RESTRICTED TO THE 1<sup>ST</sup> FLOOR (CAFETERIA AND OR COMMUNITY ROOM).**

**ADMITTANCE TO THE UPSTAIRS OFFICE AREA AND THE USE OF THE 2<sup>ND</sup> FLOOR BATHROOMS IS PROHIBITED UNLESS PRIOR AUTHORIZATION IS GIVEN.**

**NON ADHERENCE TO THESE INSTRUCTIONS MAY LEAD TO LOSS OF DEPOSIT AND FURTHER USE OF THIS FACILITY.**