

# **CLINTON TOWN HALL FACILITIES RENTAL POLICY – All OTHER ROOMS**

## **General Rules & Policies**

It is important to remember that this is a working Town Hall. Town Business is being conducted during the day and most evenings. Please conduct yourselves with respect to the facility and others using the facility.

A certificate of insurance, naming the Town of Clinton as “Additional Insured” (not certificate holder) is required with a \$1,000,000 minimum each occurrence; \$2,000,000 General Aggregate.

Alcohol is not permitted in or on any Town property or Town building without explicit permission from the Town Council. A letter must be submitted to the Town Council at least 30 days prior to your event. If approved by the Town Council, the renter will be required to obtain additional liquor liability coverage.

All trash, props, scenery, etc. generated by your use of the facilities must be removed from the buildings and the grounds when you leave. Each day you are expected to inspect the rooms you are using, remove trash and generally clean up even if you are returning the next day.

If you use the Southeast Lawn behind the Town Hall for a tent, please note that a permit may be required from the Building Official. Please check with the Town Manager’s office for acceptable tent locations.

Do not hang, drape or affix anything to any light fixtures in the building, including stage lighting. Do not use any nails, screws or fasteners of any kind on walls, doors, furniture or ceilings.

Do not use tape on any painted surfaces. Do not affix anything to any marble surfaces. Hooks are available for your use. Consult with the Custodian.

When the air conditioning or heat is in operation all doors and windows must be kept closed.

Your group should remain in the room(s) you are renting. Town meetings and other groups may be using the building at the same time.

Running in the building is prohibited. Children should be directly supervised at all times.

Keep noise to a minimum especially during business hours.

Do not drag anything across any floor, including the stage. Floor protection should be in place. Consult the custodian with any questions.

You will be invoiced within 10 days and payment is required within 15 days.

The Town Hall will only communicate with **one** member of your organization. The Responsible Person will handle ALL communications with the Town Hall and will sign off on all documents.

All Fees and Security Deposits will be found on the Town Hall Facilities Rental Agreement.