

# TOWN OF FRANKLIN

P O Box 82  
Franklin, VT 05457-0082  
(802)285-2101 telephone  
(802)285-2181 fax

## TOWN HALL USER & COST AGREEMENT/POLICY

Open flames prohibited (candles, lamps, smoking, etc.).

No heat producing appliances for food &/or beverage preparation in or around stage area.

No electrical devices, lights or cables within 3 feet of historical curtain.

Lights on or around stage area must be cool burning fluorescent or LED.

Outside catering is allowed with proof of a catering license and the proper state liquor licenses in place presented to the Town. The caterer must supply a certificate of insurance for liability coverage. No alcoholic beverages are allowed without a licensed caterer as previously stated.

The town maintains all rights to refuse the use of the Town Hall to any or all parties.

Children must be supervised by adults at all times.

Facilities must be left in the same condition that they were found. Garbage must be empty upon leaving building and floor's swept.

If storing belongings at the Town Hall, they must be appropriately stored so as not to be in the way of other users and upon the approval of the town officers.

If there is something broken/damaged or missing, please report it to the Town Clerk's office as soon as possible.

Do not block the exit or entrances to the building in case of a fire or other emergency.

Please be respectful of property that does not belong to you.

The Franklin Selectboard has set the following policy on the cost for use of the Town Hall.

- A non-profit/no charge community group who uses the town hall for a small activity shall use at no charge.
- A larger event of 20+ people (wedding, family reunion, shower, banquet, birthday party etc.) shall pay a flat fee of \$50.00
- A for profit/fee charged group that uses the town hall for a function shall pay \$10 per hour for the use. A certificate of insurance with liability coverage must be acquired by the party naming the town as an additionally insured with limits of \$500,000.
- At the Selectboard's discretion, events may be reviewed and an appropriate user fee assessed to cover the utility costs for such event.

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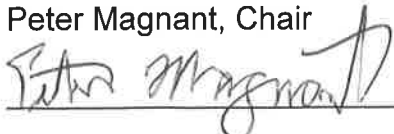
User Name (print)

User Signature

Date

Accepted by the Selectboard on August 16, 2017

Peter Magnant, Chair



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