

## GLOVER TOWN HALL USE POLICY

**GENERAL POLICY:** The Glover Town Hall may be rented for temporary use by residents and non-residents for a fee. The Town of Glover Town Hall Rental Agreement must be filled out and signed. All fees paid in advance. A security deposit of \$100.00 may be required.

The town's custodian will be in charge of controlling the rental of the Town Hall. He/she will maintain the calendar of events and see that a Town Hall Rental Agreement is signed and collect fees and inspect the hall after use. He will maintain the hall in a condition acceptable for public use. He/she will be in charge of setting the Town Hall thermostat, and maintaining the hall at a comfortable temperature for the conditions and event being staged. The thermostat is locked and is not to be touched. Request for temperature adjustment must be made to the custodian. The furnace room is off-limits to renters and hall use.

Glover Recreation Committee has use of the Town Hall for recreation programs. They need to keep a calendar at the Town Clerk's Office so that the custodian knows when it is being used. The Recreation Committee is to see that all lights are off and that all doors are locked after any event they are sponsoring. They also need to keep their supplies in the room upstairs that is for that purpose so that it does not interfere with the renting of the building.

**DOWNSTAIRS ROOM:** the downstairs room and/or kitchen may be rented for family use for \$50.00 for up to four hours; \$100.00 for all day. There is no drinking or smoking allowed.

**NON-PROFIT ORGANIZATIONS** wanting to rent the Town Hall for a benefit or similar use may submit a request in writing to the Select Board. The Select Board will approve/disapprove the request at the next regular meeting. A reduced rental fee of \$25.00 and security deposit of \$100.00 may be required. A Rental Agreement will need to be signed and all rules apply.

**UNSCHEDULED USE FOR BASKETBALL OR INDOOR GAMES** Glover residents may use the Town Hall for basketball or other indoor games if it is not scheduled for another use. There must be one person at least eighteen (18) years old to accept responsibility for the use and condition of the hall. The custodian will maintain a signup sheet for this casual use, at his/her discretion. The hall floor must be swept after use. Vandalism, damage or extra cleaning will be billed to the person (s) signing for the hall.

**TABLES AND/OR CHAIRS** may be rented by Glover residents, if they are not needed at the hall for a scheduled rental. See Town Hall Tables and Chairs Rental.

Revised April 1, 2009  
Glover Select Board

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Jason Choquette

Tara Nelson

Bucky Shelton

(Amended to add security deposit, 12/8/2016)