

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 Clerk's Office 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. The Custodian will inspect the hall after use and 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.

The upstairs or downstairs room and kitchen may be rented for \$50.00 for up to four hours; \$100.00 for all day. There is no 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


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. The Custodian is in charge of table and chair rental.

Revised May 27, 2021

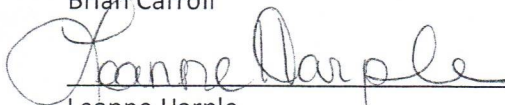
Glover Select Board



David Simmons, Chair



Brian Carroll



Leanne Harple