WORTHINGTON TOWN HALL USE RULES

Seating Capacity 125

- All functions must be scheduled with the Secretary. A reservation form must be completed and submitted at least 2 weeks prior to the date of your function.

- An adult must supervise children at all times. An adult must sponsor minors using the hall.

- The sponsor must be present during the activity.

- Activities must be confined to the main hall unless other arrangements have been made.

- The Board of Selectmen may require police presence during a function, which will be at the expense of the users.

- The building and grounds must be left in the condition they were found, including the rest rooms.

- Users are responsible for setting up and putting away tables and chairs they use. They should be cleaned after each use.

- The hall must be swept and mopped after your function, if necessary.

- The use of nails tacks, etc. is not allowed on the walls of the hall.

- Trash must be removed after each function by the users of the hall.

- Smoking is not permitted in the building.

- Alcohol is not permitted in the building or on the grounds of the Town Hall.

- Turn off all lights.

- Turn the heat down to 55 (during the winter months).

- Lock the door when you leave. Double check to make sure it is securely closed.

- The keys will be available during the week prior to your function. They must be signed out through the Secretary and must be returned immediately after your function unless prior arrangements are made.

- The kitchen must be cleaned after each use. All appliances and equipment must also be cleaned.

- Users of the hall must supply their own trash bags, cleaning supplies, plates, cups, utensils, etc.

- Any infractions of the above rules may result in the loss of the security deposit.

- The Board of Selectmen has the right to refuse or not allow any use of the hall after considering the best Interests of the Town and the building itself.

ANYONE WHO FAILS TO ADHERE TO THE REGULATIONS SET FORTH IN THIS DOCUMENT SHALL BE PROHIBITED FUTURE USE OF THE TOWN HALL.

Revised December 12, 2000