

**TOWN OF HALCOTT GRANGE HALL
HALCOTT CENTER NY 12430**

Guidelines for Use

Dear Friends and Neighbors:

Many groups use this building; your consideration of these usage rules will help us provide a neat, clean and safe place for your enjoyment. Your observance of these rules is appreciated.

1. All events will be scheduled by the Administrator and entered on a calendar located at the Grange Hall. Emergency or unforeseen town business may necessitate the cancellation of an event.
2. Users will sign the contract and guidelines and return a copy to the Administrator. Keep a copy for easy reference. A minimal fee per event will be charged to help with the cost of building maintenance. Additional donations are welcome!
3. The building and grounds are to be left as they were found — take out whatever you brought in. All trash must be removed (please do not leave any trash on premises, due to animal attraction!), floors swept, toilets cleaned and kitchen left ready for the next user.
4. No alcoholic beverages will be sold during event. All Town and State regulations shall be observed.
5. Users will be liable for any damages incurred.
6. Noise should be kept to a minimum, being respectful of the families that live nearby.
7. All lights, including outdoor parking lot lighting, should be turned off when leaving the building. Windows and doors should be closed and secured. Make sure no water is running.
8. Any building malfunctions/irregularities should be reported immediately to the Building Administrator, Town Clerk, or a Town official. Please do not leave a message on an answering machine.

Contact in emergency:

Building Administrator, Pete Ballard, 254-4141
Elena DiBenedetto, Town Clerk, 254-4009
Innes Kasanof, Supervisor, 254-9920
Alan Reynolds, Deputy Supervisor, 254-4522
Yukari Day, Councilwoman, 254-6136
Chris DiBenedetto, Councilman, 254-4009
Alan White, Councilman, 701-0297

I have read the rules, I agree to the terms.

Dated and signed. _____

Amended & Adopted _____

Contract for the Use of the Halcott Grange Hall

DATE: _____

Name: _____

Address: _____

Phone # _____

I will be using the Grange Hall on date _____ from _____ to _____

(Contact Person Signature)

FEE SCHEDULE

EVENT

COST

Weekly/monthly events	\$10.00 per use and \$50.00 security deposit
Single Event none Residence	\$100.00 and \$50.00 security deposit
Halcott Residence	\$ 50.00 and \$50.00 security deposit

I agree to pay the amount of \$____ plus \$50.00 security which will be returned after inspection of the Grange

Security check returned yes () no () make checks payable to the Town of Halcott

PLEASE NOTE: Whatever you bring in to the Grange Hall for your event, must be taken out when you leave. Any necessary cleaning will be deducted from your security deposit.

Checklist

	Before	After
Heat	()	()
Plumbing	()	()
Furniture	()	()
Clean	()	()

Remarks: _____

Administrator: _____

Pete Ballard
251 Turk Hollow Rd.
Halcott Center NY 12430

Amended: _____