



# Town of Shirley

## CENTER TOWN HALL COMMITTEE

7 KEADY WAY, SHIRLEY, MASSACHUSETTS 01464

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**Fee Schedule** : \$25.00 per hour

Regular non profit users of the Center Town Hall are expected to contribute to the utility fund for the building.

### **Rules and Regulations for use of the Center Town Hall**

The Center Town Hall is a historic building, and the use of this building is a privilege. All users of the Center Town Hall should appreciate the historic value of the building and must treat it with respect or they will be asked to leave.

It is the responsibility of any user to make a reservation to use the Center Town Hall by contacting the Committee.

In the cases where there may be conflicts in scheduling, the first person to reserve the space will have the use of it. If an organization wishes to use a particular room or the entire building, they will inform the Committee of their intent when they make the reservation, otherwise the Committee will assume that no preference is needed and schedule activities based on that assumption.

Smoking is not permitted in the building at any time.

It is the responsibility of the user to open and close the building. The doors must be locked and the lights must be turned off upon exiting the building. A key will be loaned to the user for this purpose.

It is the responsibility of any user to tidy the rooms used and to remove all trash created by the activity.

In the event of damage to the Center Town Hall through misuse, it is the users' responsibility to contact a committee member immediately and to pay for any repairs necessary.

In the event of a problem arising with the building, such as the heat not working or the faucet leaking, it is the responsibility of the user to alert a committee member immediately so that it can be repaired.

Any issues regarding use of the building and conflicts between the various organizations should be brought to the Center Town Hall Committee's attention.

No one organization shall have preference in use of the building over another. Each organization shall be considerate of the other organizations which use the building.

All users must provide the Committee with a contact person and telephone number where they can be reached if any issues arise.

All liquor licenses must be approved through the Board of Selectmen.

The Scout Room and the Office are off limits to all rental parties.

As more organizations use the Center Town Hall, it is important that these rules be followed to avoid any misunderstandings. The Center Town Hall Committee will make every effort to accommodate each group.