

TOWN OF MANCHESTER MULTI-PURPOSE ROOM DAY USE POLICY

Subject to the approval of the Town Manager and in accordance with the requirements set forth below, organizations may utilize the Town Hall.

Multi-purpose room use during regular office hours 8:00 AM-4:30 PM, Monday through Friday) for meetings, activities and special events.

REQUIREMENTS:

1. Users must submit an application for room use at least 10 days prior to the scheduled event.
2. Users may not use the kitchen without written approval of the Bennington County Meals Program. (They can be reached at 802-442-8012)
3. Users are responsible for putting back all furniture as it was prior to the use of the room.
4. Users shall be responsible for the repair of any damage which may take place during room use.
5. Users shall pay a rental fee of \$10 per hour to the Town of Manchester, at the time of application *(Room fee waived for government and not for profit entities.)*
6. No food will be allowed outside the multipurpose room.

**TOWN OF MANCHESTER
MULTI-PURPOSE ROOM DAY USE APPLICATION**

Name of Organization

Address

Contact Person

Phone #

Date(s) of room use

_____ to _____
Hours of the day of room use

of hours X \$10.00*: _____

Please make checks payable to Town of Manchester

**Room fee waived for government and not for profit entities.*

Please describe the event you plan for the multi-purpose room:

Please notify the Town Manager's Office at 362-1313 if there is a change in schedule. (fax 362-1314)

Please clean up after yourselves and return room to the original state.

Signature

Date of Application

FOR TOWN USE ONLY:

Approved

Denied

Conditions (or reasons for denial) _____

Expires on: June 30th, 20__

To applicant

On Calendar

Town Manager

Date of Issue