

RULES AND REGULATIONS FOR USE OF GLEN ECHO TOWN HALL

All users of the Town Hall agree by their signatures on the accompanying form (Application to Use the Glen Echo Town Hall and Release of Liability and Rental Agreement for Use of the Glen Echo Town Hall) to leave the Town Hall and its surroundings in a clean and undamaged condition. If any use of the Town Hall results in any damage to the building contents, or surroundings, that causes repair, cleaning or replacement amounting to costs in excess of \$200, the user agrees to assume financial responsibility for those costs.

In any case where costs resulting from such imprudent use are less than \$200, the amount will be deducted from the \$200 deposit.

Rental Fees and Application are due within seven days after reservation request.

Cancellation Policy: 45 days or greater Full Refund, less than 45 days No Refund of Rental Fee will be provided

Some specific rules and regulations for responsible and prudent use, as well as general information, are outlined below:

- 1) **The Town Hall capacity is 124. No more than 124 persons, including children, may be in the Town Hall at any time. This includes vendors/entertainer etc.**
- 2) **Elevator use is only for ADA purposes and may not be used as a freight elevator to move equipment and other items. All renters must specifically request use of elevator and receive directions and key for operation.**
- 3) No streamers, balloons, or other decorations shall be hung from the chandeliers.
- 4) No decorations shall be attached to walls, floors, ceiling, or windows with permanent fasteners such as tacks, nails, staples, duct tape, etc.
- 5) Pictures, photographs, etc. that are part of the Town Hall collection and hang permanently in the Hall shall not be removed by the user.
- 6) No parking for events in the Town Hall parking lot until after 5 pm Monday-Friday and after 1 pm on Saturdays. Parking is available in the Clara Barton parking lot off Oxford Rd.

No smoking, including vaping, is allowed in the Town Hall or on the premises.

Please complete this checklist and return with your key:

_____ Remove all decorations placed by the user, including pieces of tape, fasteners, etc.

_____ In the rest rooms: Pick up all paper debris and wipe the sink and mirrors with paper towels. Empty waste baskets and replace the plastic liners. Make sure all faucets are turned off.

_____ In the kitchen area: **Remove food and beverages from refrigerator** and wipe up any spills there. Clean the sink and counter. Wash and replace any dishes or utensils used.

_____ Pick up or sweep up all trash/debris from the main hall, landings, stairs, foyer, kitchen and rest rooms; place this debris in trash bags and place the bags in the trash receptacles outdoors behind the Town Hall. Recycling should also be placed in the receptacles outdoors behind the Town Hall (empty plastic bag in bin and deposit plastic bag in trash bin). Put new plastic trash bags in all trash cans and waste baskets.

_____ Close and latch all windows, including those in the rest rooms.

_____ Check everywhere, including window sills, for personal property.

_____ Clean all table tops and chair seats of any sticky residue. Fold **AND** put away the chairs and tables.

_____ Wipe up all spills with wet mop. Mop and bucket are available in the broom closet next to the refrigerator.

_____ Turn **off all lights**, including those in the rest rooms. The outside light by the door are on timer so they do not get turned off.

_____ Check the entire premises for debris.

_____ Return key and signed checklist as instructed.

Lock the front door with the key provided; the door is not self-locking.

You can drop off the key through the mail slot – please put it in an envelope with this check list. Once we have verified that everything is fine, we will return the deposit check or shred it. You also have the option to bring the key and list to the office Monday – Friday 10 am – 4 pm. Please check below how you want us to handle the deposit check.

_____ **Return deposit check back**

_____ **Town Hall manager shred deposit check**

Initials _____