



TOWN OF BRIGHTON

P.O. Box 260, Paul Smiths, New York 12970-0260 • (518) 327-3202

APPLICATION FOR USE OF THE TOWN HALL

Today's Date _____

Date Requested _____ Time _____

Length of time _____

Name of Organization/Group _____

Type of Organization/Group _____

Address _____

Telephone Number _____

Contact Person _____ Telephone Number _____

Approximately how many people? _____

What type of activities/projects are planned at the Town Hall?

A Certificate of Insurance might be required together with this application.
Please ask the Town Clerk.

The organization agrees to abide by the rules set forth in the **Policy and Rules Regarding Use of the Brighton Town Hall by Organizations and Groups** (attached). The contact person is responsible for informing the members of the organization of the Policy.

A donation would be greatly appreciated to help with expenses for electricity and heat.

For schedule availability and for more information call the Town Clerk at 327-3202.

Office Use

Proof of Insurance _____

Donation Received _____

Date Received _____

Policy and Rules Regarding Use of the Brighton Town Hall by Organizations and Groups

Organizations and Groups as defined by the Town of Brighton would include: Civic Groups, Non-for-Profit Organizations, Scouts, Senior Citizens etc.

- A Certificate of Insurance must accompany application.
- Parking is allowed only in designated parking areas
- Children should be supervised by a responsible adult
- The Town of Brighton requests that all participating members of the organization practice good conduct and abide by the following specific rules:

RULES

1. NO SMOKING PLEASE
2. Clean up after use:
 - Wipe tables down with a damp cloth
 - Sweep floors
 - If dishes/utensils are used please wash them and put them away
3. Leave tables set up where they were when you started your meeting
4. Stack up chairs after use
5. Please put all trash into the garbage can in the kitchen
6. Supplies are not to be stored at the Town Hall unless approved by the Town Clerk
7. The desks are for employees and off limits to others
8. File cabinets, drawers and equipment are off limits also
9. If something is broken by an organization/group member please notify the Town Clerk as soon as possible
10. NO jumping, running or standing on tables or desks. Absolutely NO HORSEPLAY!!
11. If someone is injured please notify the Town Clerk or Supervisor as soon as possible
12. Please shut and lock windows if you open them
13. Turn the heat down to 65 degrees before your group leaves
14. Shut off all lights
15. Lock up the front and back doors before leaving
16. The telephone is only to be used for necessary LOCAL calls
17. Please note, THE TAP WATER IS NOT DRINKABLE.

This Policy/Rules should be read by all members of your organization or group.

Our organization/group agrees to follow the above Rules/Policy.

Signature of Contact/Responsible Person _____ Date _____