

TOWN HALL USE PERMIT

The Town Hall of Hartford is available for rent by residents of Hartford and/or organizations who function in Hartford who agree to use the property responsibly and to meet the following conditions:

1. This agreement must be signed by the person arranging the use upon acceptance by the Town Clerk of a use schedule and a \$100.00 deposit. Twenty-five dollars will be held in escrow to cover damage to the property and is refundable if there is no damage. The remaining \$75.00 is a rental fee. If the intended use of the Town Hall is more than one day, the \$75.00 rental fee applies to each day of use.
2. The key to the Town Hall may be obtained from the Town Clerk and must be returned directly after the renting of the Hall ceases.
3. In the event heat is required, two thermostats may need to be adjusted: The first is on the rear wall of the main room and has both an off/heat switch and a temperature scale; The second thermostat is in the kitchen area on the wall enclosing to the restroom. If the use is only for the main room use only the main room thermostat and keep the kitchen doors closed; if using both rooms then adjust the kitchen thermostat also.
4. The refrigerator is not normally plugged in. If the refrigerator is used, after use it must be wiped clean and unplugged.
5. The hot water heater switch is on the wall behind the refrigerator. The heater takes two hours to produce sufficient heat. Shut the heater off when you leave. Stoves must be cleaned up after use and all heating elements must be shut off.
6. All utensils, pots, pans, etc. used must be cleaned, dried and correctly stored. Renters are expected to supply wash clothes, soap, dish towels, etc. and remove such items when finished.
7. Kitchen counter tops are to be wiped clean.
8. The kitchen floor is to be sponge-mopped before leaving.
9. If tables and chairs were set up in the main room they must be taken down and stored correctly before leaving.
10. The main room floor must be thoroughly swept before leaving. If there has been any spillage of food or fluids, the floor section involved must be sponge-mopped. All garbage generated must be bagged and removed from the building. You must supply the garbage bags.

11. When leaving assure that all windows are closed, the refrigerator is unplugged, stoves off, kitchen doors closed, bathroom door closed (freezing weather) and thermostats are set to the condition you found them.
12. Return the key to the Town Office when the Clerk is present and request your deposit. After an inspection, your deposit will be returned less any damage costs.