



## Morris Community Hall Rental Use Agreement

Date—Key Pick Up \_\_\_\_\_ Key # Issued \_\_\_\_\_ Date Key Returned \_\_\_\_\_  
Deposit Paid \_\_\_\_\_ Deposit Returned \_\_\_\_\_

### Deposit for Community Room Use - \$50.00

Refund after Inspection & Verification that no problems exist relating to your rental use.

Fees: (Town Resident & Local Non-Profit)

Use of Dining Room Only - \$50.00  
Use of Kitchen & Dining Room - \$75.00

Date \_\_\_\_\_ Time \_\_\_\_\_ Event Description \_\_\_\_\_

Person Applying for Use \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ 2<sup>nd</sup> Phone \_\_\_\_\_

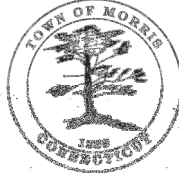
**I understand I am responsible for the behavior of my guests. I have read and agree to abide to the regulations stated below. READ BEFORE SIGNING:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ALCOHOLIC BEVERAGES ARE NOT ALLOWED ON THE PREMISES - - ANYWHERE - INSIDE OR OUTSIDE!**

1. No smoking is permitted in the building.
2. Applicants shall confine activities to Dining Room, Kitchen and Bathroom areas ONLY.
3. Toilets-USE TOILET PAPER ONLY. NO Paper Towels, NO Sanitary Products, etc.  
Instruct & monitor your guests. **If the Town must call for repair or cleaning, deposit will be applied with no refund. Additional charges/ billing will follow if repairs require it.**
4. Renters must provide their own silverware, plates, cooking & serving utensils, pots, pans, paper products, and dishwashing/cleaning items
5. Remove all food and items.
6. ALL trash or clean up materials must be removed to the dumpster located at the back of the parking area and the floors swept. (Follow attached checklist for closing procedure.)
7. Only local organizations or residents shall be permitted to use the Hall for DANCING; with the prior permission of the Board of Selectmen.
8. **Please NOTE: The Community Hall is reserved primarily for use by the Town of Morris Boards, Commissions, and other Town business. The Board of Selectmen reserves the right to CANCEL reservations if a scheduling conflict or emergency should arise.**

Please use CHECKLIST on Back to Clean & Close the Community Hall 



## **Morris Community Hall** **CLEANING & CLOSING PROCEDURES**

- ✓ **CHECK BATHROOMS** – Wipe Surfaces Clean, Remove Trash to Dumpster.  
Turn Off Water. Report All Problems Immediately.
- ✓ **CLEAN KITCHEN** – Wipe Sinks, Refrigerator, Surfaces & Clean Stove & Floor.  
Brooms & Mops Located in Closet #2. Turn Off Water. Remove Food From  
Refrigerator. Remove Trash to Dumpster.

***Food & Items Left Without Prior Permission Will Be Discarded. No Items Can  
Be Stored At The Morris Community Hall.***

- ✓ **TURN OFF GAS** - Close Stove Vent Fan, If Applicable.
- ✓ **CLOSE ALL WINDOWS.**
- ✓ **TAKE OUT *EVERYTHING* THAT YOU BROUGHT IN.**
- ✓ **LEAVE THE HALL IN GOOD, CLEAN CONDITION** – Return furniture to  
storage racks and/or where it was found.
- ✓ **TURN OFF ALL LIGHTS.**
- ✓ **LOCK ENTRY DOORS** – Pull on closed door to check that door is closed  
and lock is engaged.

➤ **THINGS TO REPORT:**

- Backed Up Toilets
- Problems or Concerns About Propane
- Unlocked Doors
- Broken Tables, Chairs or Other Items

**Report Problems To:**

**Phil Birkett - 567-9335 or Ann Carr - 567-9178**