

New Haven Town Hall Application

**** The Town Hall is an alcohol and smoke free environment****
Applicant must be a Town resident and must be present during use.

Name of Applicant: _____

Home Phone# _____ Work # _____ Cell # _____ Email _____

Address: _____

Proposed Use: _____ Date(s) _____

Time: _____ - _____ Area(s): _____ Estimated Attendance: _____

The applicant agrees to use the Town Hall in a safe and prudent manner and will leave the Hall free of damage, clean and well secured. The applicant will fill out, sign and return the closing procedures check-list obtained at the time of getting the code to the key box. The key should then be returned to the key box at the end of the event. The applicant should check the Hall before use, making sure all doors, locks, lights, bathrooms and floors are okay and are ready prior to use. Please report any problems immediately or you will be held responsible. (802) 453-3516. The Applicant and all those present shall be responsible for any and all damages, issues or injuries occurring to persons or property in connection with the use of the facilities or lands owned by the Town of New Haven. The Applicant will be held financially responsible for any and all damages. Applicant must present this application for consideration to the Selectboard at one of their regular meetings; please allow sufficient time for the Selectboard to review the application and the date of your event. The Selectboard reserves the right to alter or cancel a contract at their discretion at any time. All fees are due in full at the time of application. **There is a \$50 Security Deposit Fee for use of the Gym or Cafeteria, and a \$100 Security Deposit Fee for use of the Kitchen. This fee will be refunded in full provided that the Hall is left clean and locked as defined herein. The Security Deposit Fee shall be provided in a separate check from the Renter Use Fee. 1.** This permit must be in the possession of the Authorized Applicant during the above described function. The Applicant has read, understands, and agrees to the above conditions.

Signature: _____ Date: _____

Fees: Cafeteria - \$50.00 (Capacity-95 people) Gym - \$125.00 (Capacity-250 people)
Kitchen - \$100.00 (Capacity-8 workers) *Additional \$25 soap charge for dishwasher *

Permit to use the Town Hall: Granted _____ Denied _____

Reasons/Conditions: _____

Required fees have been received: Security Deposit \$ _____ Fee \$ _____ Fee Reduced _____ Fee Waived _____

Short Term Use: _____ Long Term Use: _____ Permit Expires: _____

****Proof of Insurance is required prior to use****

Supplemental Conditions / Restrictions are: _____

Date: _____ Selectboard: _____

1. The deposit may be made by personal check which will not be deposited unless the fee is forfeited due to failure to comply with conditions of the permit. If made by personal check, and deposit is for long term use, checks shall be re-issued not less frequently than every six months. If a bad check is issued, the applicant may not rent the Hall again, and shall be

responsible for all fees.

Town Hall Clean Up Checklist and Closing Procedures

Heat: The heat is on a controlled setting for the gym and cafeteria. Please do not waste heat by leaving / blocking the doors or windows open. If you do open the windows, make sure they are closed & locked before you leave the building.

Tables and Chairs: All tables and chairs must be put back where and how they were found. No tables or chairs may leave the building. Please clean before putting them away. All tables taken from the gym closet must be returned to that location. The gym key will unlock this door. Please lock it when you are done.

Floors: The floors must be swept clean. The broom and dust pan are in the upstairs hall corner by the elevator. Please return them where they belong. Please mop if necessary. The mop can be found in the furnace room, which is locked with a code. The code will be given to you at the time of rental.

Bathrooms: The bathrooms must be left clean, toilets flushed, trash out and water off. The switch for the lights and fan are automatic and will shut off by themselves.

Trash: Please bag & remove all trash and recycling from the Hall. There are dumpsters for each located behind the Town Hall by the Ball Field.

Lights: Please check to make sure all the lights are turned off up and down stairs.

Windows: Please make sure all windows are closed and locked. Check stairway and cafeteria windows.

Doors: Please, walk the building and check to make sure all doors are closed tightly and are locked. Please push/pull on all doors to make sure that they are locked and secure.

*****Your security deposit will not be returned if the Town Hall is left unlocked *****

Miscellaneous: Anything used must be cleaned and returned to its original position. Any and all town and kitchen equipment may not be removed from the Hall at any time. For example: kitchen equipment, cooking/serving equipment, utensils, brooms, mops, buckets, trash cans, tables and chairs, etc.

Remarks:

Please fill out, sign and return this form with the key to the Town Office when finished.

_____ I certify that I have complied with the conditions set forth above.

Signed: _____ **Date:** _____

Town Hall Kitchen Appliance Instructions

The Town Hall Kitchen is used by the Beeman Elementary School on school days. It is subject to inspection by the State of Vermont, and must adhere to strict code regulations. The kitchen must be left clean. Any and all utensils, pots, pans, trays or any other objects from the kitchen are to remain in the building at all times.

_____ **The Gas Line:** The Gas Line (located behind the griddle) needs to be opened to use the griddle, oven or stove top burners. See posted instructions in kitchen for use.

_____ **The Griddle:** Make sure the pilot light is lit. If not, carefully light it with a match. The pilot is located under the griddle. Lift front to locate. Turn dial to ON and set heat. Turn all controls to the OFF position when finished use. Please clean griddle after use. Check and empty the grease tray and clean after use. **Do not put grease down the drain!** Leave pilot lit when finished. Make sure all other controls are set to OFF.

_____ **The Oven:** The control panel is on the right front of the oven doors. Do not use the blue, white or red switches at the top of the panel, or the red button in the center of the panel. The oven is always set to 350, in the center of the dial, straight up so you can read it clearly. The silver lever below the red button turns the oven ON and OFF. Turning all the way to the LEFT is ON, to the RIGHT is OFF. When the silver lever is straight up and down, the oven is OFF. Make sure that it is in this position, and that the oven is cool before leaving the kitchen. The fan switch is by the door. All fans should be turned OFF after use.

_____ **Stove Top Burners:** Make sure the pilot light is lit. If not, carefully light it/them with matches. Most of these burners will need to be lighted. Work from back to front. Turn control to the RIGHT to turn ON, to the LEFT to turn OFF. Turn all controls to the OFF position when finished use.

_____ **The Dishwasher:** Directions for use and shut down are also posted on the wall above the dishwasher sink.

- **Set up: 1)** Put down the drain plug in washer. **2)** Put rack over drain. **3)** Close door tightly and turn switch in front of machine to ON. It will run through one cycle.
- Note: The soap block is already in the machine for you.
- **Shut down: 1)** Take rack out and empty food into the trash. **2)** Turn rack upside down and run through the dishwasher. **3)** Turn off dishwasher. **4)** Pull drain plug and rinse dishwasher with attached sprayer.
- You must remain in the building while the dishwasher completes its last cycle and it gets turned off, cleaned and emptied out. Failure to turn the unit off may result in it burning out.

_____ **The Refrigerator:** The refrigerator belongs to the Beeman lunch program and is no longer available for public use. You will need to provide your own coolers and ice packs for refrigeration.

Miscellaneous Info:

- All paper products, plastic ware, dish soap, sponges, aluminum foil and plastic wrap belong to The Beeman Lunch Program. You will need to supply your own.
- Do not leave pots or pans soaking in the sink, they need to be thoroughly cleaned and dried when putting away. Clean out all sinks after use. Replace any paper towels used.
- Sweep floors, wipe down counters. Mop grease if necessary. Mop and bucket are in the furnace room.
- Take out all garbage bags to the dumpster behind the Town Hall Building. Replace garbage bags in can with bags in bottom of the cans.
- Make sure all lights are off in the Town Hall Building after use. Check bathrooms to see that no water is on or running in sinks, and that all the toilets are flushed.
- Check doors to make sure all are locked from the outside (nothing left to prop open doors)

_____ I will be using the dishwasher _____ I will not be using the dishwasher

I, _____ will leave this kitchen in a clean and respectable manner, with attention to safety. All appliances and fans will be checked to make sure that they are in the proper settings and that they are turned off. I understand that I may not leave the property if the dishwasher is still running or if the oven / stove are on or have just been shut down.

I am responsible for any missing items or damages to property resulting from this rental.

Signed _____ Dated _____

Inspected after use and approved by _____ Dated _____