



Morris Community Hall Rental Use Agreement

Deposit Paid _____ Deposit Returned _____

Deposit for Use - \$50.00

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

Fees: (Town Resident & Local Non-profit)	Resident	Non-Resident
➤ Kitchen Only	\$ 50.00	\$ 75.00
➤ Community Room Only	\$ 50.00	\$ 75.00
➤ Both Rooms	\$100.00	\$150.00

Date _____ Time _____ Event Description _____

Person Applying for Use _____ Organization (if Applicable) _____

Address _____

Phone _____ 2nd 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!

- ✓ No smoking is permitted in the building.
- ✓ Applicants shall confine activities to Dining Room, Kitchen and Bathroom areas ONLY.
- ✓ 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.**
- ✓ Renters must provide their own silverware, plates, cooking & serving utensils, pots, pans, paper products, and dishwashing/cleaning items.
- ✓ Remove all food and items.
- ✓ 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.)
- ✓ Only local organizations or residents shall be permitted to use the Hall for DANCING; with the prior permission of the Board of Selectmen.
- ✓ **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. 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:

Tom Weik, First Selectman

860-806-9950