

**RULES GOVERNING PUBLIC USE
OF THE TOWN HALL
OF THE TOWN OF FRANKLIN**

I. INTRODUCTION. The Town Hall of the Town of Franklin is available for the short-term use of residents of the Town and their guests. At least one event participant must be a resident of the Town of Franklin. Examples of permitted events include meetings of area non-profit organizations, wedding and funeral receptions, community dinners, and family reunions.

Use of the Town Hall is free of charge, but the Town will accept contributions from users. **There is a \$50 deposit which will be refunded upon return of the key and when cleaning requirements are met.**

If more than one proposed user wishes to use the Town Hall at the same time, use will be awarded to the proposed user who first submits an application for such use to the Town representative.

II. RESPONSIBLE PERSON. The proposed user of the Town Hall must designate one or more person as the “responsible person” or “responsible persons.” “Responsible persons” are charged with serving as the user’s contact with the representative of the Town designated for this purpose, and with ensuring that the rules governing such use are complied with.

Each “responsible person”:

- Must be a competent adult, at least 21 years of age.
- Must be a resident of the Town of Franklin.
- Must execute a contract prescribed by the Town for the proposed use of the Town Hall and its facilities and premises, which shall contain:
 1. A statement of the nature and length of the proposed use.
 2. A certification that each responsible person:
 - Has received a copy of the rules governing public use of the Town Hall of the Town of Franklin, and has read them;
 - Has received a copy of these rules; and
 - Agree to execute the hold harmless agreement; and
 - Will ensure that the rules and any other requirements imposed by the Town in connection with the proposed use will be complied with; and
 - After the event, has ensured that these rules and any other requirements imposed by the Town representative have been complied with.
- As directed by the Town representative, must pick up the key to Town Hall before the event, and after the event, return the key.

At least one “responsible person” must be physically present at the event at all times.

Designation of a “responsible person” shall in no way limit the liability of any other persons or entities from which the Town may seek remedy under the law in the event of damage or other injury to the Town Hall or its facilities and premises.

III. USE OF TOWN HALL AND FACILITIES AND PREMISES: SPECIFIC RULES.

- Return the Town Hall and its facilities and premises to their condition before the event, including cleaning all areas and facilities used and returning all furniture and other contents of the Town Hall as they were before the event.
- No smoking in the Town Hall.
- No alcoholic beverages in the Town Hall or on its premises.
- Use of cooking facilities in the kitchen is NOT permitted, except that upon request, the Town representative may provide advance, written authorization for the use of these facilities.
- No open fires, including candles.
- No commercial or business activities.

- Remove all property belonging to event participants. The Town is not responsible for any items belonging to event participants that are lost or stolen.
- All litter, debris, or garbage generated by the event must be collected and disposed of by the user.
- After the event, ensure that the Town Hall is secure, with all lights turned off and all doors and windows closed and locked.

V. EMERGENCY NUMBER AND OTHER NUMBERS.

- For further information about the use of Town Hall and its facilities and premises, call the Town representative at the number noted in the contract for the use of the Town Hall.
- In case of fire or for rescue squad, call 891-2211.
- For State police, call 897-2000.

**CONTRACT FOR PUBLIC USE
TOWN HALL
TOWN OF FRANKLIN**

In return for obtaining the permission of the Town of Franklin to use the Town Hall and its facilities and premises, the responsible person, on behalf of the user, agrees to provide the following information and to make the specified certifications. This document represents the terms and conditions agreed upon between the Town of Franklin and the "responsible person" for the use of Town Hall and its facilities and premises.

I. APPLICATION AND APPROVAL

A. GROUP OR ORGANIZATION REQUESTING USE:

Name of Applicant: _____

Address: _____

Phone Number: _____

Is at least one event participant a resident of the Town of Franklin? _____

B. EACH "RESPONSIBLE PERSON" DESIGNATED BY THE USER:

Name(s): _____

Address(es): _____

Phone Number(s): _____

Is the "responsible person" a resident of the Town of Franklin? _____

C. PURPOSE OF THE REQUESTED USE, INCLUDING DATES AND TIMES REQUESTED:

D. AS A CONDITION OF APPROVAL, EACH "APPLICANT" and "RESPONSIBLE PERSON" must certify that he or she:

- Has received a copy of the rules governing public use of the Town Hall of the Town of Franklin, and has read them;
- Has received a copy of these rules; and
- Executed the "hold harmless agreement; and
- Will ensure that the rules and any other requirements imposed by the town in connection with the proposed use will be complied with.

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she on behalf of the above-named Applicant and Responsible Person do hereby covenant and agree to defend, indemnify and hold harmless the Town of Franklin from and against any and all liability, loss, damages, claims or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the property of the Town of Franklin, its facilities and/or services by the Applicant and Responsible Person.

Applicant _____

Responsible Person _____

Print Name _____
Address _____

Print Name _____
Address _____

Certification of “responsible person(s):” _____

Date: _____