

Guidelines for the Use of the Municipal and Community Buildings

Reservations:

1. Reservations may be made by any resident or taxpayer of the Town of Winchester.
2. Reservations must be made for all activities and will be on the first-come, first-serve basis.
3. Reservations must be made with the Town Clerk.
4. At the Town Board's discretion, a reservation fee of \$100.00 will be charged with a refund of \$50.00 if the clean-up rules are followed. This applies only to private functions. Also, in these instances, evidence of insurability from the responsible party (applicant) who is at least 18 years of age is required.
5. A key is available the Tuesday before the rental from the town office.
6. If activity is to be cancelled, 24 hours notice would be appreciated.

Rules:

1. Responsible party (applicant) must be present and supervise activity.
2. The building will not be opened for less than 5 people.
3. No furniture or equipment is to be taken outside the building without prior approval.
4. All lights must be turned off and all doors locked when leaving the building.
5. The Town Board may restrict future use if the rules are not followed.
6. All tables and chairs are to be returned to their original location
7. Any decorations are to be removed.
8. The floor must be swept and the carpet vacuumed.
9. The bathrooms and kitchen must be cleaned.
10. No smoking allowed in building.
11. All garbage and leftover food must be removed from the building.
12. No beer or liquor can be served with exception to town service organizations requesting a 1-day permit.