

FOR INTERNAL USE ONLY

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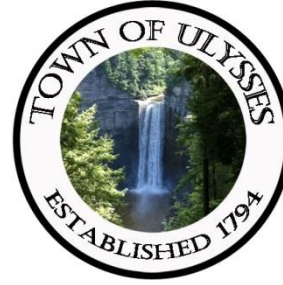
Date Received: ____/____/____

Entered into Building Use Calendar: _____

Key arrangement: check out # door lock

Town of Ulysses

Agreement for the Use of the Town Hall Facilities for Meetings



Agreement for the Use of the Town Hall Facilities for Meetings

Name of Organization or Group

Name of person representing the Organization or Group

Contact email Address

Address

Phone No.

This will confirm the arrangements being requested for your groups' use of the Ulysses Town Hall Facilities, as noted below:

- () Court Room (maximum occupancy: 60)
- () Board Room – tables and chairs (maximum occupancy: 10)
- () Upstairs Area – sofas, chairs, tables (maximum occupancy: 12)

The group is not expected to exceed _____ persons

Date(s): _____ Time: _____

Technology Needs (LCD projector, screen, extension cords available) _____

It should be understood that groups using the Buildings' Facilities for meetings must select dates when Town Meetings are not normally scheduled (i.e., Court, Town Board, etc.). Please check the Government calendar on the Town's website at www.ulysses.ny.us.

You and your Organization hereby agree to adhere to the rules set forth on the back of this page by signature of an authorized member of your Organization or group.

The Town of Ulysses reserves the right to suspend temporarily this agreement should the Town have need of the facility for its own purposes. Advance notice will be given as soon as possible on such occasions.

The Town Clerk should be informed promptly of any schedule change or cancellation of your group activities. Arrangements for access to specific area to be used should be made with the Town Clerk at the time this form is submitted.

No application shall be considered approved until it has been submitted to the Town Clerk for review and Clearance.

Terms of the agreement must be strictly adhered to by the contracting group as any disregard or abuse of the rules for use of the facilities will result in termination of use by the offending group, and they will not be granted reinstatement.

Wheelchairs can be accommodated by the back door entrance and in the Town Hall bathroom.

I have read and understand the rules and regulations for the use of the Facilities in the Town of Ulysses Town Hall, and will comply with these requirements.

Signed: _____

For: _____(Name of Group or Organization)

Date: _____

Approved: _____
Town Clerk

Date: _____

Rules For Use Of Town Hall Facilities For Group Meetings

- 1) Using Group assumes responsibility for any damage to furnishings, equipment, or property.
- 2) Food, beverages, and paper products, if used, will be provided by using group.
- 3) Using group agrees to restore tables, chairs, etc. to places where found at beginning of session, clean tables and discard rubbish, if applicable.
- 6) Groups will close and lock windows and doors and turn off lights at end of each session.
- 7) Strict adherence to: “**NO SMOKING**” regulations must be observed.
- 8) If your meeting will be after regular business hours, you will need to obtain a key to the building from the Town Clerk’s office during regular business hours (M-F 8am-4pm). Building key should be left in the locked drop box outside of the front door.