

Town of Bristol
Town Building and Public Property Use Policy

1. PURPOSE

The purpose of this policy is to set and define the approved uses of Town buildings and Town property.

2. DEPARTMENTS AFFECTED

This policy will affect all departments.

3. PROPERTIES AFFECTED

The following is a non-exhaustive list of the Town properties subject to this Policy, which is intended to apply broadly to all Town-owned, controlled, or managed property.*

- Historic Town Hall
- Water/Sewer Department (training room)
- Town Office (meeting rooms)
- Bristol Fire Department
- Kelley Park
- Eagle Scout Park
- Millstream Park and Trail
- Bristol Falls Park / Pemi Trail
- Central Square (greenspace)

*For use of the Minot-Sleeper Library, please contact the library for scheduling, application and building use requirements.

4. PROCESS FOR USE OF TOWN PROPERTY

Applications for use of Town property are approved on a first come-first served basis. Applicants wishing to host an event on Town property must fill out an Event Permit Application and submit the same to the Town Administrator or designee in the Permitting Office, located at the Town Offices, 5 School Street, Bristol, NH 03222. Once received, the Town Department Heads will review the application and proposed event, and place conditions as deemed necessary. The Town will then allow, allow with conditions, or deny the application depending on whether the application satisfies the standards and factors by which applications are considered. After the event, the applicant will be required to clean the Town property and restore it to the condition in which it was prior to the event. To that end, the applicant will be required to fill out the Applicants Checklist, provided in Appendix C of this Policy, and return it (with the keys, if applicable) to the Town Offices.

Specific listing of priorities, which shall all be on a first-come, first-served basis:

- a. All regular or special Town Meetings; any regular or special elections; any meeting of a duly constituted Town board, department, committee, commission, or group;
- b. Any use by a school group for plays or other such activities; any bona fide state or federal agency meeting for Town purposes;
- c. Any other group of Bristol residents.
- d. Other individuals and groups.

5. GENERAL PROPERTY USE POLICY

- a. Covered properties and applications. The properties covered by this policy are listed in Section 3 of this Policy, and include all properties owned by the Town and available for use by the public. Properties not listed in Section 3 may still be covered by this policy. All Town buildings shall be used solely for the public business functions for which they were intended. Use of the buildings for any other purpose requires prior approval by the Town Administrator or designee. Application for public uses of Town buildings may be made at the Town Offices on the Event Permit Application form. Approval of applications for use will be made by the Town Administrator or designee.
- b. One permit per event; annual permits; permit contents. A separate Event Permit is required for each use of a Town property. For non-profits who hold multiple annual events, an Annual Event Permit may be issued, at the discretion of the Town Administrator or designee. Each Permit will state, in specific terms, what use will be made of the Town property, and will list all modifications required to the existing conditions of the property.
- c. Insurance requirements. Proof of general liability/ bodily injury/ property damage insurance to cover the proposed use of a Town property must be provided by the applicant with coverage limits of at least \$300,000 per occurrence/\$1,000,000 aggregate. If alcohol is to be served at the event, insurance coverage limits must be at least \$500,000/\$1,500,000, and policies must include coverage for alcohol-related incidents. The Town must be named on such policy as an additional insured/loss payee. The user is responsible for obtaining, paying for, and maintaining such insurance. The Town Administrator or designee reserves the right to waive or reduce these insurance coverage requirements for good cause demonstrated (including but not limited to the non-profit status of the applicant), and to increase the requirements where it finds the risk posed by a particular event makes it appropriate or prudent to do so.
- d. Fees and deposits. There shall be a rental fee for the use of a Town property, as listed in Appendix A of this policy, the Schedule of Fees, which may be amended periodically by the Select Board as necessary. A rental fee waiver for non-profit organizations may be requested in writing. There shall be an additional fee, as indicated in the Schedule of Fees, for use involving alcohol in all Town buildings and on all rented Town properties. There shall be an additional fee, set by the Fire Department, for any Fire and/or Ambulance services required for an event. If applicable, a cleaning deposit must be submitted with the application, in the amount listed in the Schedule of Fees. If the application is not approved, the deposit will be returned. If the Town determines after the event that the building was acceptably cleaned, the deposit fee will be returned to the user.
- e. Requirements for serving alcohol. No alcoholic beverages are permitted anywhere on a Town property under this Policy, unless the user has obtained all necessary licenses and approvals from the NH State Liquor Commission under RSA 178.
 - I. Proof of license must be furnished to the Town at least 15 days before any such use. Alcohol may only be served by a single licensed, insured, and approved vendor, which will be the sole source of alcoholic beverages at the event. The vendor must include the Town of Bristol as an additional insured on its liability policies in relation to the event.
 - II. Alcohol service may occur only in a single designated and secure area, and shall be distributed only by the vendor, and only to legally appropriate people.

- III. Intoxication is prohibited. Persons who are intoxicated or who appear intoxicated shall not possess or consume alcohol and must safely leave the event without operating a motor vehicle.
 - IV. If alcohol is to be present at the event, attendance of one or more police officers may be required by the Police Chief, in the Police Chief's discretion. If the Police Chief determines that an officer is required at the event, the applicant shall be required to pay all associated charges for the police detail. The applicant may be required to furnish a bond for such cost, should the Town determine a bond is necessary.
 - V. The applicant is solely responsible for the adherence by all at the event to all federal, state, and local laws and regulations, and to all lawful orders of the officer(s) present, regarding the possession, sale, and consumption of alcohol.
 - VI. The Town of Bristol reserves the right, in its sole discretion, to place additional conditions on an event at which alcohol is to be served.
 - VII. Alcohol is prohibited on certain Town properties. For any properties where alcohol is not explicitly prohibited, alcohol may be permitted by the Town in the Town's sole discretion, and in accordance with the Town Alcohol Ordinance.
- f. Sign-out of keys. Access to a Town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Offices during normal business hours (there is no other option for obtaining a key). If the applicant does not sign out their key during normal business hours, they may not be able to access the building for their event. A key can be collected up to 24 hours before their event (except for Sunday events). There is a fee for lost keys, which may be found in the Schedule of Fees.
 - g. Fire safety. No smoking or use of candles, incense, lighters, or open flames is permitted in any Town building at any time. The applicant is responsible for the observance by all attendees of Town and State fire and safety laws and regulations.
 - h. Supervision. At least one adult aged 18 or older must be present at all times during an event.
 - i. Acknowledgment and agreement. All applicants, by signing and submitting the Event Permit Application, are deemed to have read, understood, and agreed to abide by all terms and conditions of (a) this Policy, (b) the Event Permit Application form, and (c) any other applicable guidelines of use regarding the use of the Town facility applied for. Such property-specific guidelines may be found in Appendix B to this Policy.
 - j. Viewpoint neutral. The use of Town buildings by any non-municipal group or organization for any activity or expression of any viewpoint does not constitute an endorsement of that activity or viewpoint(s) by the Town.
 - k. Fire Alarm. Per the Select Board and the Fire Chief, all occupants of any Town building, including the Historic Town Hall, are required to evacuate the building when the fire alarm system sounds. Applicants are required to obey all lawful orders of the Fire Chief.
 - l. Indemnification and limitation of liability. The applicant, by signing and submitting the Event Permit Application, agrees to indemnify and hold harmless the Town of Bristol and its employees, officials, agents, and representatives, to the fullest extent permitted by law, from any and all manner of action(s), cause(s) of action, suits, damages, judgments, execution, claims and demands for personal injury, property damage, or other claim of any kind whatsoever, in law or in equity, arising out of the use of Town land, buildings, fixtures, equipment, and/or personal property pursuant to this Application by the Applicant and its officers, employees,

agents, representatives, contractors, volunteers, customers, guests and invitees. The Applicant also agrees that damage to any Town land, building, fixtures, equipment and/or personal property resulting from the use of the same pursuant to this Application shall be the sole responsibility of the Applicant.

6. CRITERIA FOR APPROVAL

The Town reserves the right to deny an application for an Event Permit on public property if the Select Board or its designee determine that the event will not be in the best interests of the Town. In evaluating applications, the Town will be guided by the following standards and considerations. This list is not intended to be exhaustive, and the Town may consider other relevant facts that apply.

- a. Whether the health and safety of the public would be compromised;
- b. Whether any inconvenience the public may suffer is outweighed by the potential benefit of the event to the community as a whole;
- c. Whether the event would have an undue impact upon traffic, the integrity of one or more public roads, and/or the safety of the traveling public;
- d. Whether the proposed event would impose a financial burden upon the Town great enough to make it not practical to hold the proposed event at the time or in the manner proposed;
- e. Whether the Town has sufficient personnel and availability to provide the necessary public safety details, particularly if more than one event is scheduled for the same time frame;
- f. Whether the proposed event would be likely to cause damage to Town property;
- g. Considerations regarding the applicant, participants, and/or organizers:
 - I. Applicant's ability to execute the planned event and meet all safety requirements
 - II. Past history of general lawlessness, particularly in the event of public disturbances or illegal activity
 - III. Undue risk of liability from such activities as demonstrated by previous patterns of injury, damage, or litigation against the Town, or other specific unacceptable risk;
 - IV. Previous failure to comply with the requirements of an Event Permit
 - V. Previous failure to pay reasonable expenses of public safety details, or failure to pay any expenses imposed as a condition of an Event Permit
 - VI. Refusal to sign waivers or limitation of liability as required by the Town

7. EVENT SIGNS

- a. No signs, banners, hangers, or other devices may be attached to Town buildings without prior written consent.
- b. All signage shall conform to standards outlined in Town ordinances.
- c. Free standing signs advertising an event to be held in a Town facility are permitted under the Zoning Ordinance and shall be permitted under an Event Permit.
 - I. Such signs may only be placed immediately in front of the facility in which the event is to be held. Event signs may not be placed off site or to the side of the facility being used. Such signs shall not exceed twelve (12) square feet in area and two in number per event per facility being used (Town Zoning Ordinance, Article IV, 4.11).
 - II. All signs will be free standing and in no case will signs be affixed to any Town property. At the Historic Town Hall, signs may be allowed on the bulletin boards to the left and right of the entrance doors.

III. Off-premises signs connected to events sponsored by non-profit institutions are permitted to be displayed for 14 days prior to the event and shall be removed within 24 hours of the termination of the event. Such signs shall not exceed 20 square feet.

IV. A sign is defined as any device providing identification, advertising or directional information for a specific business, service, product, person, organization, place, or building. Included in this definition are graphic devices such as logos, attention-attracting media such as banners, pennants, flags or logo sculpture, and obtrusive colored fascia or architectural elements.

d. Political campaigns are reminded that New Hampshire Revised Statute Annotated 664:17 provides in pertinent part: "No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent." In general, the public right-of-way runs from the street to the building side of the sidewalk or telephone poles. Therefore, no political advertising may be placed on any Town owned property, or on the right-of-way between the street and the sidewalk, or on telephone poles.

8. SEVERABILITY

To the extent this policy conflicts with State law, State law will prevail. To the extent any provision of this policy is unenforceable, the remainder of this policy will remain in effect.

9. ADOPTION

This policy supersedes all preceding ordinances and/or policies pertaining to Town Building and Public Property use.

Adopted by the Select Board on January 6, 2022.

Don Milbrand, Chair

Les Dion, Select Board

JP Morrison, Select Board

Shaun Lagueux, Select Board

Anita Avery, Select Board

**APPENDIX A
SCHEDULE OF FEES**

1. Rental fee for all Town buildings:
 - a. For-profit organizations and non-resident groups: \$200
 - b. Non-profits and Bristol residents: \$100
2. Rental Fees for Kelley Park:
 - a. For profit organizations and non-resident groups:
 - i. Pavilion only:
 1. Up to 4 hours: \$50
 2. Up to 8 hours: \$100
 - ii. Pavilion and Concession Building:
 1. Up to 4 hours: \$100
 2. Up to 8 hours: \$200
 - b. Non-profit organizations and Bristol residents:
 - i. Pavilion only:
 1. Up to 4 hours: \$25
 2. Up to 8 hours: \$50
 - ii. Pavilion and Concession Building:
 1. Up to 4 hours: \$50
 2. Up to 8 hours: \$100
3. Rental Fees for all other Parks including Central Square (green space):
 - a. For profit organizations and non-resident groups: \$100
 - b. Non-profit organization and Bristol residents: \$50
4. Fee for lost keys: \$25
5. Additional Fee for Serving Alcohol:
 - a. Flat Fee: \$200
 - b. Detail costs (if applicable) - To be determined by the Police Department
6. Cleaning Deposit for Rental of Town Buildings: \$200
7. Hawkers and Peddlers Permit Costs:
 - a. Permit for Single Event: \$25
 - b. Seasonal Permit – 6 months: \$75
 - c. Annual Permit: \$150
8. Additional fees for events:
 - a. Fire and / or Ambulance services – To be determined by the Fire Department

APPENDIX B-1
Historic Town Hall - Guidelines for Use

1. PURPOSE

The following Guidelines shall serve as the rules and regulations for the persons, groups or corporations who rent the Bristol Historic Town Hall for various events.

2. DEPARTMENTS AFFECTED

This policy will affect all departments.

3. USE REQUIREMENTS

- I. The renter will be responsible for seeing that all the following conditions are met:
 - a. No smoking anywhere in the building - this applies also to characters in a play;
 - b. No alcoholic beverages anywhere in the building unless all applicable requirements of the Town Building Use Policy and the Town Event Permit Application are satisfied.
 - c. No open flame allowed - also applies to scenes in plays;
 - d. No firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
 - e. No nails or screws are to be used to secure scenery to walls or floors. No alteration to drapes or walls allowed without prior written permission;
 - f. No spray paints are to be used;
 - g. Any other paints used within the rooms may only be used with permission from the Town, and must be used with extreme caution, proper ventilation, and use of proper protective measures to ensure against damage to the building's floors/walls;
 - h. The renter is responsible for all damages to the building resulting from their use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
 - i. The renter will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner within 24 hours of use. A cleaning deposit in the amount indicated on the Schedule of Fees must be submitted with the Event Permit Application. If the Town determines after the event that the Historic Town Hall was acceptably cleaned, the deposit fee will be returned to the renter.
 - j. There will be a fee for lost keys, in the amount specified in the Schedule of Fees, located in Appendix A of the Town Building and Public Property Use Policy.

- k. If food is to be served and/or prepared in the Historic Town Hall, the designated kitchen area is the only location where food may be served, except where prior permission is granted by the Town to serve food elsewhere.
- II. Any renter may be requested to post a bond in an amount determined by the Select Board to protect the Town from potential damage to the Historic Town Hall arising from the renter's use of the building; such a determination shall be made at a regularly scheduled Select Board meeting.
- III. Use of the Historic Town Hall is subject to all provisions of the Town of Bristol Building Use Policy and all the provisions of these Guidelines. These Guidelines shall be incorporated into and attached to all Event Permits allowing for the use of the Historic Town Hall. Where the provisions of the Building Use Policy conflict with these Guidelines, these Guidelines shall control.
- IV. By signing the Event Permit Application form, the applicant is deemed to have read, understood, and agreed to the conditions laid out in the Event Permit Application, the Town Building Use Policy, and these Guidelines.
- V. All signage shall conform to standards outlined in the Town Zoning Ordinance and in the Town Building and Public Property Use Policy. No signs are allowed on or adjacent to Historic Town Hall property without prior approval by the Select Board or its designee. Bulletin boards to the left and right of the Historic Town Hall entrance doors may be used upon proper application and approval by the Select Board or its designee. For an event located in the Historic Town Hall for which an Event Permit has already been issued, the Permittee may display signs related to that event at the Historic Town Hall without a separate permit and shall be displayed for no longer than 30 consecutive days. (Zoning Ordinance Section 4.11, J).

APPENDIX B-2
Kelley Park - Guidelines for Use

1. PURPOSE

The following Guidelines shall serve as the rules and regulations for the persons, groups or corporations who rent Kelley Park for various events.

2. DEPARTMENTS AFFECTED

This policy will affect all departments.

3. USE REQUIREMENTS

- I. The Kelley Park concert pavilion is owned by the Town of Bristol and is operated by the Tapply-Thompson Community Center (TTCC). The TTCC is responsible for scheduling and use of the pavilion in coordination with the Town Offices.
- II. All scheduling will be on a first-come first-served basis. Interested parties must submit an Event Permit Application to the Town Office (Permitting), in advance of the event date. In order to ensure a successful use of this facility, please carefully read all the policies and procedures.
- III. The renter will be responsible for seeing that all the following conditions are met:
 - a. All requirements laid out in the Town Building Use Policy are incorporated by reference into these Guidelines and must be satisfied.
 - b. The use period is not to extend the time frame authorized by the Event Permit.
 - c. Parking is restricted to designated parking areas only. No vehicles are allowed on Kelley Park except as permitted by the Town. All emergency entrances must be kept accessible.
 - d. All areas should be inspected before use, making sure that the area is free from hazards and in working order. If a hazard exists the user should either: (1) try to alleviate the hazard, (2) block off the area to prevent use, or (3) not use the area. In any event, the hazard must be reported to the Town Office as soon as possible, as well as information on what action, if any, was taken.
 - e. All injuries or incidents, including vandalism and theft, or accidental damage, must be reported to the Town Office within 24 hours.
 - f. No person, organization, or group shall bring alcoholic beverages, or drink alcoholic beverages at any time at Kelley Park, unless permitted by the Town. If alcohol is permitted at the event, event attendees must adhere to the Alcohol Use Policy and all conditions stated in the Event Permit.
 - g. Smoking is not permitted in any portion of Kelley Park.
 - h. This facility is open to the public, and others may be in the park at the same time as your group's event. Because of this, please make sure everyone refrains from using any violent, or disorderly behavior including obscene or profane language while on the grounds of Kelley Park.

- i. Trash is the responsibility of the user. Trash should be carried out at the end of your event. The cost for the Town to remove any remaining trash from the event will result in a charge to the permittee, and any cost to the Town more than the cleaning deposit, if applicable, will be the responsibility of the user/permittee.
 - j. If you have been issued keys for your function you must be sure that all electric is shut off electrical boxes are returned and secured inside the building. All doors must be locked, including the bathrooms. Keys must be returned to the Town Office at the end of the event, either in the drop box located outside the Town Offices or at the Permitting Office. A fee for lost keys shall be issued for their replacement, with such fee to be found in Appendix A of the Town Building and Public Property Use Policy, Schedule of Fees.
 - k. The Town of Bristol may require a group to hire a Police Detail for their event. If this is required, the Town Office will inform the applicant at the time of the application. Payment for these services will be in addition to the fee schedule, with costs set by the Police Department.
 - l. No campfires are allowed in Kelley Park.
 - m. The use of large structures, including tents, may have additional requirements or may be restricted from use at Kelley Park.
- IV. The Town Administrator or his/her designee may cancel the scheduled event without liability when, in their judgment, cancellation is necessary due to inclement weather or any other safety related reason.
- V. The person in charge of this event/activity is fully responsible for making sure all regulations are followed. This person is financially responsible for damages that occur as a direct result of that event/activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility. Any activity in violation of these regulations, Town Ordinances, or NH State Law, is prohibited, and will result in forfeiture of existing permits and denial of future use for the designated user, group, and/or organization.

APPENDIX B-3
Central Square (Green Space) - Guidelines for Use

1. PURPOSE

The following Guidelines shall serve as the rules and regulations for the persons, groups or corporations who rent the Central Square (Green Space) for various events.

2. DEPARTMENTS AFFECTED

This policy will affect all departments.

3. USE REQUIREMENTS

- I. The renter will be responsible for seeing that all the following conditions are met:
 - a. All requirements laid out in the Town Building Use Policy are incorporated by reference into these Guidelines and must be satisfied.
 - b. All scheduling will be on a first-come first-served basis. Interested parties must submit an Event Permit Application to the Town Office (Permitting), in advance of the event date. To ensure a successful use of this property, please carefully read all the policies and procedures.
 - c. The use period is not to extend the time frame authorized by the Event Permit.
 - d. Parking is restricted to designated parking areas only.
 - e. All injuries or incidents, including vandalism and theft, or accidental damage, must be reported to the Town Office within 24 hours.
 - f. No person, organization, or group shall bring alcoholic beverages, or drink alcoholic beverages at any time in Central Square (Green Space). Any patrons of Central Square businesses serving alcohol, must remain at that establishment.
 - g. Smoking and / or Use of Tobacco product and equipment is not permitted in any portion of the Central Square (Green Space) as noted in the Town of Bristol Use of Tobacco Products and Equipment Ordinance, Section 4.
 - h. Trash is the responsibility of the user. Trash should be carried out at the end of your event. The cost for the Town to remove any remaining trash from the event will result in a charge to the permittee
 - i. The Town of Bristol may require a group to hire a Police Detail for their event. If this is required, the Town Office will inform the applicant at the time of the application. Payment for these services will be in addition to the fee schedule, with costs set by the Police Department.
 - j. Entertainment must end by 10:00pm on weekends (Friday/Saturday) and 9:00pm on weeknights (Sunday through Thursday).

APPENDIX C - 1
APPLICANT'S CHECKLIST – HISTORIC TOWN HALL

Please check off items as completed. Have you remembered to...

- ☐ Turn off stove and clean stove-top and/or oven, if used
- ☐ Sweep and/or mop floors as appropriate
- ☐ Clean the bathrooms and kitchen
- ☐ Remove trash
- ☐ Return chairs, tables, benches to their rightful places
- ☐ Turn down the heat to 55 degrees, if applicable
- ☐ Take all leftover food/beverages with you
- ☐ Turn off the lights and ceiling fans
- ☐ Remove any signage
- ☐ Address the following additional conditions, if applicable:

- ☐ Secure the building and return the key to the Town Permitting Office during business hours, or if after hours, to the drop box with this checklist

Please remember that others use this space, and it may be scheduled for use again on the day following your event. There is no allowance made for you to return later to clean up or remove items left behind. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the Town Offices. This checklist will be used as part of the evaluation for closing out your event and use of Town property.

Date of event: _____ Signature of Applicant: _____

APPENDIX C - 2
APPLICANT'S CHECKLIST – TOWN OFFICE MEETING ROOMS

Please check off items as completed. Have you remembered to...

- ☐ Confirm that the driveway access to the left of the parking area is not blocked by attendees during your use of the property
- ☐ Clean all table surfaces
- ☐ Remove trash
- ☐ Return chairs, and/or tables to their rightful places
- ☐ Reset air or heat to 68 degrees
- ☐ Take all leftover food/beverages with you
- ☐ Turn off the lights
- ☐ Remove any signage
- ☐ Address the following additional conditions, if applicable:

- ☐ Secure the building and return the key to the Town Permitting Office during business hours, or if after hours, to the drop box with this checklist

Please remember that others use this space, and it may be scheduled for use again on the day following your event. There is no allowance made for you to return later to clean up or remove items left behind. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the Town Offices. This checklist will be used as part of the evaluation for closing out your event and use of Town property.

Date of event: _____ Signature of Applicant: _____

APPENDIX C - 3

APPLICANT'S CHECKLIST – KELLEY PARK

Please check off items as completed. Have you remembered to...

For the pavilion only

- ☐ Return tables to their rightful places
- ☐ Remove trash
- ☐ Take all leftover food/beverages with you
- ☐ Remove any signage
- ☐ Return this checklist to the Permitting Office, during business hours, or if after hours, to the drop box

For pavilion and concession building

- ☐ Clean all surfaces
- ☐ Sweep and/or mop the building, including bathrooms
- ☐ Turn off stove and clean stove-top and/or oven, if used
- ☐ Remove trash
- ☐ Return chairs, and/or tables to their rightful places
- ☐ Take all leftover food/beverages with you
- ☐ Return electrical boxes to the building, if applicable
- ☐ Turn off the lights, including the pavilion and restrooms
- ☐ Remove any signage
- ☐ Address the following additional conditions, if applicable:

- ☐ Secure all doors, including the bathrooms and return the key to the Town Permitting Office during business hours, or if after hours, to the drop box with this checklist

Please remember that others use this space, and it may be scheduled for use again on the day following your event. There is no allowance made for you to return later to clean up or remove items left behind. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the Town Offices. This checklist will be used as part of the evaluation for closing out your event and use of Town property.

Date of event: _____ Signature of Applicant: _____

APPENDIX C - 4

APPLICANT'S CHECKLIST – OTHER TOWN BUILDINGS AND PROPERTIES

Please check off items as completed. Have you remembered to...

- ☐ Clean all table surfaces, if applicable
- ☐ Remove trash
- ☐ Return chairs, and/or tables to their rightful places, if applicable
- ☐ Take all leftover food/beverages with you
- ☐ Turn off the lights, if applicable
- ☐ Remove any signage
- ☐ Address the following additional conditions, if applicable:

- ☐ Secure the building and return the key (if applicable) to the Town Permitting Office during business hours, or if after hours, to the drop box with this checklist

Please remember that others use this space, and it may be scheduled for use again on the day following your event. There is no allowance made for you to return later to clean up or remove items left behind. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the Town Offices. This checklist will be used as part of the evaluation for closing out your event and use of Town property.

Date of event: _____ Signature of Applicant: _____