

POLICY FOR USE OF TOWN BUILDINGS

Reservations for the use of the Town Hall or Senior Citizen's Hall will be made through the Town Clerk's Office during normal business hours.

The keys to the facility must be picked up and returned during business hours to the Town Clerk's Office. A use of building permit will be signed when the keys are picked up. (If keys are lost the signer could be responsible for the cost of changing the locks and additional keys.)

Scheduling for use will be on a first come, first serve basis. Personal parties, social affairs, gambling or liquor are not allowed in the Town facilities. Groups wishing to reserve the halls should be established groups or organizations.

The Town Board reserves the right to determine whether an intended use is appropriate or not.

The Senior Citizens/Chester Golden Age Club or Town Board will have priority as to the use of the facilities. Should preemption of scheduled activities or meetings be necessary, the Town Clerk will be advised of the change by the group or Board and will advise the parties of the interruption.

Food preparation will not be permitted in either building. Food may be brought in from the outside. It will be the responsibility of the group or organization to ascertain that the facility is neat and orderly when they enter and when they leave. If the area is found in an unkempt or damaged condition the Town Clerk's Office must be notified immediately or the group could be held responsible.

Since the halls are not always in use, any significant trash and any garbage will be collected and placed in the dumpster behind the Town Hall.

The storage of articles in the Senior Citizen Hall must be approved by the Town Board, except for items owned by the Chester Golden Age Club. In no event will the Town Board or any other group using the facility be held responsible for the loss or damage to articles not belonging to the Golden Age Club.

An emergency phone is available by the entrance to the Police Station. A pay phone is in the foyer of the Town Hall and is available when the Town Hall is in use.

Failure to adhere to this Policy will cause the Town Board to take whatever steps are necessary to preserve, protect, and indemnify the taxpayers of the Town of Chester.

By order of the Town Board of Chester at a meeting on 10/27/94 by: Elizabeth Ann Reilly, Town Clerk.