



TOWN OF BROOKFIELD OLD TOWN HOUSE UTILIZATION

The Old Town House is an asset to the town and should be utilized by and for the Town's people. Requests for use of space should be made at least one week in advance. All requests should be made directly with the Selectmen's Administrative Assistant to be sure space is not already booked. The Town Administrative Assistant will keep a calendar of scheduled events and is the coordinator for this facility. The Administrative Assistant will help coordinate access to the Town house, for the event. No liquor may be consumed on Town owned property. No smoking is allowed in the building. The applicant is **responsible** for ensuring that the following is taken care of before leaving the Old Town House:

- All **windows** are closed and locked.
- All **rooms** are left clean (including kitchen and bathrooms). Leave bathroom doors open. **Trash** should be bagged and removed. Do not leave food in the refrigerator.
- All **tables and chairs** used must be put away. Tables and chairs belong to the Town of Brookfield and are not to leave the Old Town House without the permission of the Selectmen.
- **Thermostats**: please re-set to the original seasonal temperature setting.
- Turn off all **lights**. Outdoor lights may be left on a timer setting.
- **Close** and **lock** all outside doors.

****Note - Any damages to property during use of the Old Town House shall be reported to the Town Administrative Assistant and paid for by the user.***

NOTE: ALL REQUESTS FOR USE ARE SUBJECT TO THE SELECTMEN'S APPROVAL.

Charges for Use:

Local Non-profit organizations <i>not</i> charging admission:	No fee
One time event	\$50.00
Using Old Town House on regular basis	\$20.00/Use.

Payment:

One time event: Please pay when permission is given and application is filled out
Continuing Use: Make billing arrangements with Selectmen's Office.

If more than 25 people are attending a function at the Old Town House, the Wakefield Police Department must be notified. Call. 603.522-3232.

****See School House Rider for restrictions***

