



MEETING/TRAINING ROOM USE PERMIT

Date of Use Hours of Use *(including set-up/tear down)*

Issued To Representing

Phone Number Address

Use: The Town of Washington permits use of the Meeting/Training Room for the purpose of meetings and training sessions to the Town of Washington based organizations and associations, all government entities, and businesses. The Meeting/Training Room hours are Monday – Thursday, 8:00 a.m. to 9:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m.

Fees: Room Use of 4 hours or less - \$50.00 Room Use of more than 4 hours - \$100.00

Conditions: The undersigned will comply with the following conditions:

1. If room use is after business hours, the undersigned must pick up the key the same day of use prior to 4:00 p.m.
2. There shall be no hanging of materials on doors, windows, walls, or ceiling with tape, pins, tacks, nails, or adhesives.
3. Sales of any kind are not permitted on Town property unless authorized by the Town Board.
4. No smoking allowed within 25 feet of the building.
5. During business hours, all those in attendants need to stay in the meeting room, in the east hallway or outside during breaks. Please be respectful of our office and do not linger in front of our office area. Phone calls should be taken outside or in the hallway by the bathrooms.
6. Parking is restricted to the blacktop area only. Note fire department reserved spaces.
7. Catered or prepared foods are allowed to be brought on site. The kitchen is not to be utilized for food preparation.
8. Place all trash in the proper receptacles. Wash coffee pots and utensils, and wipe up any spills.
9. Return the tables and chairs as you found them. (Board Meeting set-up)
10. Windows and doors must be closed and locked and lights turned off before leaving. If issued a key, the key must be placed in the designated key location before leaving the building.
11. The premises must be returned to the same condition as when the used commenced.
12. If the facility requires more than the normal clean-up time, you will be charged \$25.00 per hour for additional cleaning.
13. **Room occupancy may not exceed 70 people. Carpooling is strongly encouraged due to limited parking.**

The Undersigned agrees to be liable for all damage to the said premises and for all property damage or personal injury liability to any and all third persons arising out of the use of the premises under said permit. I further agree to indemnify and hold harmless the Town of Washington and its agents and employees for any liability arising out of the use of the said premises under this permit. The Meeting/Training Room may be used for lawful purposes only. If used outside of its permitted use or for illegal activities, you will be subjected to an additional fee of \$100.00 and/or possible legal action.

Signature _____ Date

Printed Name

Town Office Use Only

Amount Paid _____ Date Paid _____

Exempt from Fee Key Request Form Signed