

TOWN OF BIG BEND

USAGE AGREEMENT FOR TOWN HALL

The Town of Big Bend Town Hall is available free of charge for use by person(s) who own property within the town. Usage includes eight (8) banquet tables, chairs, microwave and small refrigerator. There are also two bathrooms. The entire facility is handicapped accessible. The following guidelines apply:

Person/Group must request permission from town board in advance

No Alcohol

No Smoking

Doorways may not be blocked

Trash should be bagged and left near back door

Building must be left in same condition as found

Damages found to have occurred while using town hall will be billed accordingly.

I agree with the above guidelines: _____

Date of Signature: _____

Date of Event: _____

Date of Board Approval: _____

Signature of Board Member: _____

Time of Hall Use From: _____ To: _____

Phone # in case we would need to contact you: _____

Purpose of Hall Use _____