

**RULES AND REGULATIONS FOR USE OF
NORTH NORWICH TOWN HALL, GROUNDS AND PAVILIONS**

Effective January 1, 2020

Town Hall

1. Reservations
 - a. Reservations for use may be made by contacting the Town Clerk. Keys must be obtained from the Clerk prior to scheduled date of use.
2. No Smoking in the Building.
3. No Alcoholic Beverages on Premises.
4. Parties, Reunions, Receptions, etc.
 - a. No activities with over 108 people are permitted due to the fire code.
 - b. Clean-up of the building is the responsibility of the person given permission for its use. All Town Hall users are responsible for removing their own garbage.

If the facility is not properly cleaned, as determined by the caretaker and Town Clerk, a \$50 fee will be charged to the user payable to the Town of North Norwich and future use may be restricted or prohibited.
 - c. Tables and chairs are not to leave the building under any circumstances.
 - d. NO DRIVING ON SIDEWALK
5. Hours of Operation
 - a. 4:00 to 9:30 p.m. when Head Start is in session (generally Monday through Friday), except Friday, facilities close at 11:00 p.m.
Saturday: 9:00 a.m. to 11:00 p.m.
Sunday: 9:00 a.m. to 9:30 p.m.
 - b. Building is Closed on the following Holidays:
 - New Years Day
 - Easter
 - Thanksgiving Day
 - Christmas

6. Fees

a. Town Residents

i Gym – evenings: \$ 40.00 / mo. per week night use

ii. Gym and Kitchen: \$ 50.00 day --- \$25.00 / evening (less than 4 hours)

b. Non-Residents

i. Gym – evenings \$40.00 / mo. Per week night use

i Gym and Kitchen - \$ 50.00 day ---\$ 25.00 / evening (less than 4 hours)

c. Fees are payable to the Town of North Norwich and given to the Town Clerk when picking up keys.

2. Usage

a. The Town Hall shall not be used for commercial purposes.

Grounds

1. Reservations

a. Grounds may be used on a first come, first served basis by anyone, without reservations. The grounds may be reserved for specific events by contacting the Town Clerk.

2. Usage

a. Any legal gathering (i.e., reunions, sporting events, etc.) is permitted.

b. The grounds shall not be used for commercial purposes.

3. Vehicle Use
 - a. Except for parking areas provided, no vehicles or horses are allowed on the grounds, walking track, or sidewalk entrances to the building. Unloading at pavilion is allowed, vehicle must be removed to parking area after unloaded. Vehicles include, but are not limited to, snowmobiles, ATV's and motorcycles. Powered wheelchairs are exempt.
4. No Alcoholic Beverages Allowed.
5. Clean-Up
 - a. All grounds users are responsible for cleaning up after themselves and removing their own garbage.
6. Hours of Operation
 - a. Seven days a week, during daylight hours.
7. Fees
 - a. None (Donations are encouraged by Non-Resident users)
8. Noise
 - a. Please be courteous and keep acoustical equipment to a minimum. Remember, there are Residents in the immediate area

Pavilions

1. Reservations
 - a. Reservations must be made with the Town Clerk. Keys must be obtained prior to scheduled date of use.
2. Usage
 - a. The intended use of the pavilions is larger family-type gatherings or organizations.
 - b. The pavilions shall not be used for commercial purposes.

- c. The pavilions shall not be used for lawn sales, garage sales, family sales, etc.
 - d. Picnic Tables are not to be removed from the pavilion area.
3. Clean-up
- a. All pavilion users are responsible for cleaning up after themselves and removing their own garbage. Any damage will be the responsibility of the person or organization scheduling the function
4. Hours of Operation
- a. May - October: seven days a week, during daylight hours.
5. Fees
- a. Town Residents
 - i. \$ 10.00 day
 - b. Non-Residents
 - i. Pavilion # 1 (large pavilion) \$ 40.00
Pavilion # 2 (small pavilion) \$ 20.00