

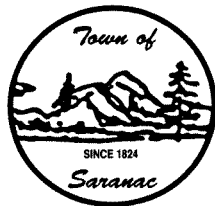
JOE GERARDI
Supervisor

MARY BELL
Town Clerk

LEO P. VANN
Highway Supt.

FRANK ZAPPALA
Town Attorney

TOWN OF SARANAC



In The Adirondack Mts.

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GARY TEDFORD
Councilman

PHILIP RICE
Councilman

ROBERT BLAIR
Councilman

MICHAEL TEDFORD
Councilman

Rules for the Use of Town Hall

It is the philosophy of the present Town Board that the Town Hall should be available for use by the people of the Town of Saranac. The primary purpose of the Town Hall is for conducting business by the various Town Officers and then for use by town organizations and residents for various non-profit functions. In order to maintain the orderly operation of the Town Government and to insure the proper maintenance of the facility, some rules are necessary. It is hoped that these few restrictions and requirements will be accepted in the spirit in which they are presented.

1. No alcoholic beverages.
2. No tampering with the thermostats.
3. Children must be chaperoned at all times by a least one adult.
4. No unnecessary noise when any office is occupied or other meetings are being conducted.
5. The building is to be cleaned up and left in at least as good a condition as which it was found.
6. Before leaving, check that the toilets are flushed, the faucets are turned off completely, and turn off all interior lights.
7. Insure the doors are all securely locked.
8. Any damage is to be reported as soon as possible to the Supervisor, along with a written report of the circumstances surrounding such damage.
9. Immediately report any injuries directly to the Supervisor.
10. Permission for use is to be obtained only from the Town Supervisor (or his designee) as far in advance as possible in order to avoid conflicts of dates and disappointments.
11. There must be one adult who assumes responsibility for compliance with the basic rules as hereby listed.

The name and telephone number of this adult will be recorded on the calendar when the requested date is granted.

Name of Organization or person making this request

Date and Time requested

Event or Purpose

Name, Address, phone number of Adult in Charge

I hereby agree to the above conditions.

signature

date