TOWN OF SARANAC
In the Adirondack Mountains

3662 State Route 3
PO Box 147
Saranac, New York 12981
Phone (518) 293-6666
Fax (518) 293-7245
www.townofsaranac.com

Timothy R. Napper
Supervisor

Michele Petrashune
Deputy Supervisor/Councilwomann

Tracy Eggleston
Councilman

Gerald Delaney
Councilman

James Terry
Councilmen

Deborah Pellerin
Clerk

James Waldron
Highway Superintendent

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. Nothing hung from the ceiling.

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 and turning off all the interior lights, check that the toilets are flushed and the faucets are turned off completely.

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.

12. Anyone using the Town Hall is doing so at their own risk. The Town of Saranac is not liable for any injuries or property damage associated with the use of the Town Hall.

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

MAXIMUM CAPACITY OF THE TOWN HALL IS 87 PEOPLE.

Town of Saranac is an equal opportunity provider and employer.
To file a complaint of discrimination, write: USDA, Director of Civil Rights,
1400 Independence Avenue, S.W. Washington, D.C. 20250-9410
or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)