Town of Pownal
Mallett Hall Use Registration Form

USE POLICY

The Select Board recognize that, in addition to municipal offices, Mallett Hall and its grounds are available for social, recreational and educational use by the residents of Pownal. The Board further recognizes that certain non-residents may, from time to time, request use of portions of the Hall or grounds. All uses carry both direct and indirect costs. These costs arise from heating, electrical usage, upkeep, insurance, and security. In addition, event scheduling is used to avoid conflicts.

Registering a use and Reserving an area:

- All uses are subject to a review from the Select Board.
- All requests must be made through the Use Registration Form available at the Town Office and on the Town’s website.
- No use is permitted until the Use Registration Form is completed and returned to the Town Clerk.
- The Town Clerk or his/her designee will maintain a notebook of Use Registration Forms, and will maintain a master calendar of approved uses, dates & times.
- Use by Pownal community groups and Pownal residents will have precedence over non-resident use.

Fees: (In some instances proof of insurance may be required)

- Town Appointed Boards/ Committees No Fee
- Resident Non-Profit Groups No Fee
- Resident For-Profit Groups $60
- Resident Private Non-Profit Group $20
  (15 people or fewer)
- All Others $100

Definitions:

- Resident Non-Profit Group: A Group that is organized and operated in Pownal by a resident or residents, and which maintains verifiable non-profit status. (Note: Non-Residents may be members of such a group).

- Resident For-Profit Group: A Group that is organized and operated in Pownal by a resident or residents. And which intends to make a profit during their use. (Note: Non-Residents may be members of such a group).

- Resident Private Non-Profit Group: A Group that is organized by a resident for a private function – such a group likely has no regular continuing organizational structure. (Note: Non-Residents may be members of such a group).

General Rules & Regulations:

- THE USE OF ALCOHOL AND/OR TOBACCO IS PROHIBITED IN, OR ON THE GROUNDS OF MALLETT HALL.
- The used area must be left in a neat and orderly fashion, with floors swept.
- All trash must be placed in proper containers, and any trash containing food must be removed from the premises.
- The Select Board and/or the Administrative Assistant reserve the right to refuse use if, in their judgement, such use would be detrimental to the building or inappropriate for the community.

5/2017
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For security, safety, insurance and scheduling reasons, all users of any area within Mallett Hall or on the adjacent grounds are required to obtain permission for that use. All registrations are available for public inspection at the Town Clerks Office.

Name or Event: __________________________________________________________

Purpose of Use (If not evident from name): __________________________________

Date & Times of Event or Use: _____________________________________________
(Note: If the use is a regularly recurring one such as Grange, Redmen, Historical Society or Town Committee, only one registration is required unless changes are made.)

Specific Room(s) Requested: (Check all that apply)

____ Voting Room
70 people w/ table & chairs
150 open floor

____ Stage Room
90 people w/ tables & chairs
180 open floor

____ Dewitt Room
80 people w/ tables & chairs
160 open floor

____Grounds

Name & Phone Number of Responsible Individual: ____________________________

Date Submitted: ________________ Submitted By: __________________________

Date Signed Off: ________________ Signed Off By: ________________________

• RESPONSIBILITIES INCLUDE:
  o **Prior to Event**: Arranging for unlocking the building if necessary; Signing out a key from the Town Office if necessary; Arranging room pre-warming in winter.
  o **After Event**: Cleaning up and collecting all trash; closing all windows; lowering thermostats to 60°; shutting off all lights and fans; sweeping floor; arranging for locking the building if last to leave.

** Should any of these rules and regulations not be followed or should the Town Clerk be notified that there is an on-going problem that group or individual will lose privileges to use the space in the future. **

Consult the Use Policy on the Reverse Side

5/2017