



TOWN OF NEWTON NEW HAMPSHIRE



Town Hall User Agreement

MATTHEW A. BURRILL, CHAIRMAN

ROBERT MARCHAND Jr., VICE-CHAIRMAN

LAWRENCE B. FOOTE

CHARLIE R. MELVIN Sr.

MICHAEL A. CONNOLLY

BOARD OF SELECTMEN

TOWN CLERK

DATE

**TOWN OF
NEWTON, NEW HAMPSHIRE**

NAME POLICIES AND PROCEDURES

(Amendments)

ADOPTED: April 21, 2003

Amended: June 7, 2022 (added signature page)

Town of Newton, NH
Town Hall User Agreement

Organization: _____

Responsible Party Name: _____

Address: _____

Phone Number: _____

Date Requested: _____

Time: _____

Activity Taking Place: _____

No more than 39 people are allowed on the second floor at any one time per the State Fire Marshal's Office. A security code is needed to access the Town Hall. If no code has been assigned to someone in your organization, then you must make arrangements with the Selectmen's Office to access the building if event is taking place off hours.

The hall must be left the same way in which you found it – this includes chair and table placement, empty all trash, make sure the lights are turned off, all windows closed, the heat is turned down to 60 degrees and the doors are all locked.

No smoking or alcoholic beverages are allowed at Town Hall.

Report any problems to the Selectmen's Office at your earliest convenience.

I/We, the undersigned have read and understand all the terms specified and will use the hall for the purpose stated above.

Signature: _____

Date: _____

Print Name: _____

(For Office Use Only)

Approved by: _____

Date: _____