

TOWN OF DAYTON ASSEMBLY ROOM Rules and Regulations

Town's intent is not to compete with restaurants, hotels and privately-owned assembly spaces for persons or groups desiring to rent gathering spaces. The Town will rent the Assembly Room for a limited number of purposes, such as sit-down type dinners, baby showers, bridal showers, family reunions, and meetings and fundraising activities by not-for-profit organizations.

1. PROHIBITED USES:

- LOUD MUSIC OR DANCE PARTIES
- "FOR PROFIT" ACTIVITIES, UNLESS SPECIFICALLY APPROVED IN ADVANCE BY THE TOWN SUPERINTENDENT.
- THE USE OF ALCOHOL, DRUGS OR TOBACCO PRODUCTS.
- THE EXERCISE ROOM IS NOT AVAILABE FOR USE.

2. APPLICANTS, USEAGE & FEE:

- APPLICANTS MUST BE A TOWN RESIDENT OR A GROUP FOR WHICH A TOWN RESIDENT IS A MEMBER OR AFFILIATE.
- \$25 FEE PER HOUR FOR USE OF ROOM/TABLES/CHAIRS UNLESS A NOT-FOR-PROFIT ORGANIZATION, THEN NO FEE. IF USE OF KITCHEN IS DESIRED, AN ADDITIONAL FEE OF \$25 WILL BE CHARGED.
- LIMIT OF TWENTY-SIX DAYS MAY BE RESERVED PER ONE CALENDAR YEAR.

3. CLEAN-UP:

- THE APPLICANT IS RESPONSIBLE FOR GENERAL CLEAN UP AFTER USE. APPLICANT WILL REMOVE AND DISPOSE OF ALL TRASH IN AN APPROPRIATE RECEPTACLE. FLOORS WILL BE SWEEPED. TABLE TOPS, COUNTER TOPS, STOVE TOP, OVEN, MICROWAVE AND REFRIGERATOR SHALL BE WIPED DOWN.
- ABSOLUTELY NO TAPE, STICKY MATERIAL, PINS, NAILS, THUMBTRACKS, OR SIMILAR ITEMS ARE ALLOWED ON ANY WALL, CEILING, TABLE OR CHAIR.
- TABLES AND CHAIRS MUST BE RE-STACKED TO THEIR ORIGINAL LOCATIONS.
- APPLICANT MAY APPLY FOR CLEANING SERVICE FOR A NON-REFUNDABLE FEE OF \$50.

4. SECURITY DEPOSIT:

- A SECURITY DEPOSIT OF \$100 IS REQUIRED AT THE TIME ROOM IS RESERVED. THE SECURITY DEPOSIT WILL BE HELD UNTIL A POST-EVENT INSPECTION IS COMPLETED BY THE TOWN. AFTER THE POST-EVENT INSPECTION, THE AMOUNT OF DEPOSIT TO BE RETURNED WILL BE DETERMINED BY THE TOWN.

5. DAMAGES:

- THE APPLICANT IS RESPONSIBLE FOR ANY DAMAGES WHILE USING THE ASSEMBLY ROOM.

6. CAPACITY:

- THE FIRE-RATED CAPACITY IS 35.

7. FIRE EXITS:

- FIRE EXITS AND EXTINGUISHERS MUST NOT BE BLOCKED.

8. LIABILITY:

- THE APPLICANT ASSUMES RESPONSIBILITY FOR DAMAGES, LOSS OF PROPERTY, PERSONAL INJURY ETC. RESULTING FROM THE EVENT.