

LIGONIER TOWN HALL Effective June 1, 2012
FEES, REGULATIONS AND SCHEDULING FOR USE OF FACILITIES

The Ligonier Town Hall facilities available for use by people /organizations of the Ligonier Valley include:

Meeting Rooms A & B	No Charge
Auditorium	\$ 150.00
Community Room without Kitchen	\$ 50.00 civic and non-profit groups \$ 200.00 Private Parties (+\$100.00 refundable deposit)
Community Room with Kitchen	\$ 100.00 civic and non-profit groups \$ 250.00 Private parties (+ \$100 refundable deposit)

The custodian's regularly scheduled hours are from 7:00 a.m. to 10:30 p.m. (excluding holidays) Monday through Friday. All hours beyond that time and on Saturdays, Sundays and holidays will be charged at the current charge out rate of 1 ½ times the hourly rate plus benefits for the entire time that the custodian is on the premises (i.e. may have to clean walks from recent snowfall prior to the opening). Generally doors will not be open until 15 minutes before the applicant's requested time of opening.

Cancellations must be made two business days prior to event. Late cancellation charge will be 100% of fee.

The Borough Secretary's office will maintain a reservation schedule and approve reservations for use of the meeting rooms, community room, and auditorium for activities routinely scheduled. Special requests must be approved by the Town Hall Committee and finally by the entire council.

RULES AND REGULATIONS

All groups using the Town Hall facilities must agree to the following guidelines. Failure to comply with these guidelines will result in refusal to confirm future reservations for the offending group.

1. A Smoking or tobacco product is not permitted in any area of Town Hall.
2. Groups are responsible for any damages incurred to the property during the course of their use.
3. Groups agree to use only the facilities requested and approved.
4. Groups are responsible for the supervision of all participants using the reserved facilities. Children are to be supervised at all times and are not to play/run throughout the building.
5. Groups are to use restrooms nearest their reserved facility.
6. It is the responsibility of the group to verify all arrangements in advance of the use of the facilities.
7. The custodian is available for emergencies and instructions only.
8. The telephone in the kitchen of the Community Room is for EMERGENCY calls only.
9. No Town Hall equipment, materials, or supplies are to be removed from the premises.
10. No food or beverage is allowed in Meeting Rooms A & B on the second floor.

AUDITORIUM

1. During set construction, please be sure all materials are kept back stage (Nothing can be left in the hallways). All set materials must be brought into the auditorium through the side or rear doors. All set construction must be done back stage.
2. No nails or screws are to be used in the auditorium or on the stage nor is anything to be taped to the walls.
3. All items must be removed from backstage after the last performance and all tables and chairs returned to the stage.
4. No tobacco products are permitted in the auditorium or foyer.
5. No eating or drinking in the auditorium, lobby or Sound System Room.
6. All exits must remain accessible/clear to the public at all times.

FOR SCHOOL AND YOUTH GROUPS

7. The play director plus one chaperone must be present at dress rehearsals and during set construction.
8. Children are not permitted in Sound Room without adult supervision. Please adhere to posted sound room operating instructions.

COMMUNITY ROOM AND KITCHEN

1. Clear all tables. Leave the tables and chairs in an orderly condition. Please wipe all tables with a damp cloth.
2. Prepare and stack all dishes to be washed by the Town Hall employees.
3. Wash, dry and put away all pots, pans, and utensils.
4. All left over food and supplies **MUST BE REMOVED WITHIN 24 HOURS.**
5. No Town Hall equipment, materials or supplies are to be removed from the premises.
6. The assistance of the custodians is intended for the operation of the kitchen equipment only. All other tasks are the responsibility of the persons or organizations using the kitchen facilities.
7. Please do not tape anything to the walls, ceilings, or lights.
8. Serving alcoholic beverages is permitted for civic or nonprofit organizations **ONLY.**