

Town of Winchester

Town Hall Use

1. Capacity: 182 persons. Tables: 14 – 60” Round, 5 – 60” and 2 – 72” Rectangular. Chairs: Approximately 120.
2. Hours of use are 7 a.m. to 10 p.m.
3. Please unlock both front doors prior to activating the automatic door openers.
4. No Smoking in the Town Hall.
5. All tables and chairs are to be cleaned after use and returned to “general use layout.”
6. Floors have a waxed finish. Please use **COLD WATER ONLY** to clean spills.
7. **All garbage and recycling should be disposed in the dumpster and recycling bins** located on the Northwest corner of building. **Replace bags in the containers.** Bags are in a cabinet in the hallway. **Please do NOT flush any food down the toilets or drains.**
8. **Please clean kitchen. Clean any spills on counters, in and on appliances, and on floors. All surfaces should be wiped and sanitized.**
9. Leave dirty towels and dishcloths by the sink.
10. Confirm the stove is off before leaving.
11. **Please turn off all lights.** Motion-sensored lights will go off automatically. The only light that should stay on is the center hallway light.
12. No decorations or other items may be attached to the floors, walls, doors, ceilings or other parts of the building. **Tape, tacks, or adhesives of any kind are prohibited from use.** Decorations need to be removed from the premises immediately following the event.
13. Lock the building, including the back door in the meeting room and both front doors.
14. Any items left behind will be considered abandoned.
15. The cost to repair or replace town property damaged during facility use is the responsibility of the user.
16. NO PARKING / DRIVING on grass.
17. Keys shall be returned within 24-48 hours on town hall use.

The facility should be in ready to use condition when you leave. If these guidelines are not followed, your deposit may be forfeited.

IN CASE OF EMERGENCY DIAL 911.

For Non-emergency matters please call 920.836.2948.