



BETHLEHEM TOWN HALL REQUEST FORM
445 Delaware Avenue, Delmar, New York 12054
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TODAY'S DATE:

NAME OF GROUP:

FACILITY REQUESTED:

DATE(S) REQUESTED:

TIMES-FROM:

TO:

If different times on different dates, submit a form for each request

PURPOSE:

SIZE OF GROUP:

CONTACT INFO OF PERSON(S) RESPONSIBLE

NAME:

EMAIL ADDRESS:

TELEPHONE:

WORK PHONE:

The above named persons are responsible for the group conduct and any destruction or misuse of the facility. The confirmed request must accompany you during usage of the facility and if you decide to cancel, this office must be notified.

CONFIRMED BY:

DATE:

ALL GROUPS ARE SUBJECT TO THE REGULATIONS SHOWN BELOW:

1. Town Hall Auditorium and Meeting Rooms are reserved for nonprofit organizations based in the Town of Bethlehem and may not be used for profit making or political purposes. FUNCTIONS SPONSORED BY THE TOWN OF BETHLEHEM, BOARD MEETINGS AND ETC., PREEMPT USAGE BY OTHER GROUPS. NOTIFICATION OF ANY CANCELLATIONS NECESSARY WILL BE GIVEN AS FAR IN ADVANCE AS POSSIBLE.
2. Groups must use the room specified unless otherwise notified and children must be accompanied by adults at all times including hallways and restrooms.
3. The **SECOND FLOOR OF TOWN HALL IS OFF LIMITS** to all groups. Activities may not take place in the hallways.
4. Serving of meals and catering is not permitted. Refreshments of any kind are not allowed in the carpeted meeting rooms. Town Hall is a non-smoking facility and alcohol is not permitted in Town Hall or on Town Hall property.
5. Groups are responsible for cleanup and the placing of tape, tacks or nails on the walls is prohibited. **NO BALLOONS!** No glitter, confetti, or paint to be used in any room.
6. Damages caused during the use of the facility shall be paid by the user.
7. The Town Board reserves the right to revoke any permit granted to the user without prior notice. In the event of a cancellation the reasons there to shall be stated in writing to the user.
8. All other cases involving use of the meeting rooms not stipulated in the aforementioned rules will be decided upon at the discretion of the Town Supervisor.