

Facility Use Policy for Town of Alberton

Responsibility for Use

1. The use of the Community Center is a privilege and improper use or negligent care may result in the privileges being revoked. All use of these facilities is subject to the discretion of the Town Council and may be cancelled without notice.
2. All applicants using the Community Center shall hold the Town free and without harm for any loss, damage or liability expenses that may arise during or be caused by their use.
3. In the event that property loss or damage to Town property is incurred during any use or occupancy, the Town Council shall determine the amount of loss or damage and the bill for said damages will be presented to the responsible individual for payment.
4. For functions, which include children's activities, sponsoring organizations shall provide sufficient competent supervision.
5. It is the responsibility of the applicant(s) to set up the facilities as needed. The facility shall be returned to its previous condition. Any additional cleaning required will be billed to the responsible person(s).
6. Town activities and business have priority over any and all other uses.
7. Parking is approved in the parking areas only. **Do not park on lawn or block doors or access to fire exits.**
8. **Dining room tables must remain in dining room at all times. Do not remove them.**
9. **No smoking is permitted inside the building structure.**
10. A minimum of 2 doors shall be unlocked at all times.
11. **Upon leaving, ensure that all doors are locked.**
12. Make sure that all floors are swept and mopped. Carpets are vacuumed. Counters are wiped off. Stoves are wiped both inside and out. **If you use the dishes wash them by hand. The dishwasher is not available for use.**