

# **Facility Use Policy for Town of Alberton**

## **Responsibility for Use**

1. The use of the Town of Alberton facilities (community center/kitchen, skate park, and town park/gazebo) is a privilege. Improper use or negligent care may result in the privileges being revoked. All facility use is subject to the discretion of the Town Council and may be cancelled without notice.
2. All persons/organizations using the Town of Alberton facilities shall hold the Town free and without harm for any loss, damage, or liability expenses that may arise during or because of their use.
3. If property loss/damage to Town property is incurred during any use or occupancy, the Town Council shall determine the amount of loss/damage and the will be presented to the responsible individual for payment.
4. All persons/organizations shall provide sufficient and competent supervision for all activities, including children's activities.
5. It is the responsibility of the applicant 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.
6. Town activities and business have priority over all other uses.
7. Parking is approved in the parking areas only. **Do not park on any town-owned lawns, and please do not block doors or access to fire exits when using the Community Center.**
8. Dining room tables must always remain in the dining room. **Do not remove them.**
9. **No smoking is permitted inside any Town of Alberton building structure.**
10. Community Center specific:
  - a. A minimum of 2 doors shall be unlocked at all times during occupancy.

- b. **Ensure that all doors are locked prior to departure from the event/facility in use.**
  - c. Vacuum after use. Wipe and clean off all tables. Supplies can be found inside the kitchen entryway.
11. Please limit use of the library space to restroom access. Any person using the library should be monitored.

### **Kitchen Responsibility of Use**

This kitchen and all its contents belong to the Alberton Senior Citizens, please be respectful of their property.

1. Any dishes you use must be hand washed, dried, and put away. Do not use the Sanitizer unit; it is **not a dishwasher**.
2. If you use the coffee maker, follow the instructions printed on the unit. You will need to provide your own coffee grounds, creamers, and sugar.
3. Trash must be removed; we do not provide garbage service. Our policy is **“Pack it In, Pack it Out.”**
4. Wipe off all counters. Then sweep and mop the floors after use. Supplies can be found inside the kitchen entryway.
5. Wipe down stove/cooktop inside and outside.
6. Please, supervise your children and no one should be allowed in the pantry area.

**Thank you for your cooperation!**

My signature below indicates I have read and understand the current policies and processes for facility use with the Town of Alberton. If the rules are not adhered to you will forfeit your deposit.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_