

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 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. All persons/sponsoring organizations shall provide for sufficient and competent supervision for all activities, including children's activities.
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 any town-owned lawns**, and please **do not block doors or access to fire exits** when using any Facility.
8. Dining room tables must remain in the dining room at all times. 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 the event.
 - b. Ensure that **all doors are locked** prior to departure from the event/facility in use.
 - c. Sweep and mop all floors and vacuum carpets
 - d. Clean and wipe all counters and tables.
 - e. Clean stoves inside and out.
 - f. If using dishes, please wash them by hand. Dishwasher is not available for use.
11. **Please limit use of the library space to restroom access only.**
Any persons using the library should be monitored, including children.

My signature below indicates I have read and understand the current policies and processes for facility use with the Town of Alberton.

Name: _____ Signature: _____

Date: _____