



# CONTRACT FOR USE OF MONROE TOWN HALL

Location Address: 50 Main Street  
Monroe, NH 03771

Capacity	Dining	Gym
standing	271	442
bench seating	170	310
table seating	130	210

Date(s) Requested \_\_\_\_\_

Time Requested \_\_\_\_\_

(include setup and cleanup time)

Check Locations Needed

Will the handicap lift be needed: \_\_\_\_\_

\* If yes, have you been trained to use the lift \_\_\_\_\_

Person(s) Event to be Held For: \_\_\_\_\_

kitchen/dining room \_\_\_\_\_

Yes \*

Yes \_\_\_\_\_

Gym \_\_\_\_\_

No \_\_\_\_\_

No \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event to be held \_\_\_\_\_

## Requester Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Person(s) event is for \_\_\_\_\_

(If not for a resident or taxpayer of Monroe) \_\_\_\_\_

I agree to all the terms listed and assume full responsibility for any damage to the hall caused by the function. I also agree to supervise the hall at all times and make sure the building is locked and secured following the function.

Signature of Requester \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date \_\_\_\_\_

The following rules shall be adhered to in the use of Town Hall:

1. The use of the Town Hall shall be at the discretion of the Selectmen and not approved until signed by requester and Selectmen or their appointee.
2. The Event must be for a **Resident or Taxpayer** of the Town of Monroe or their **Grandchild, Child, Parent, Grandparent, or Sibling**.
3. Business events are limited to businesses whose registered address is in the Town of Monroe.
4. Fundraisers, Dances and other group functions not addressed above are at the discretion of the Selectmen or their appointee.
5. No bounce houses, dunk tanks or similar items are to be used anywhere on Town Hall property.
6. The Hall is to be picked up, cleaned and left in good order. If the building is not left in good order, the users will be charged a fee for the extra work to clean and repair any damages to the building.
7. Selectmen have the right to request that any event have a Police Officer on duty.
8. Loud music and noise will not be tolerated and if such does occur, with complaints, the building will be closed and everyone will be asked to vacate the premises immediately.
9. Keys for using the Town Hall must be picked up during regular Town Office hours.
10. Keys must be returned to the Town Office in a timely manner after the event. If not returned, there will be a \$10 charge to the requester.

Board of Selectmen \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Town of Monroe  
Po Box 63  
Monroe, N.H. 03771  
Phone 603-638-2644  
Fax 603-638-2021  
Email: [monroeselectmen@roadrunner.com](mailto:monroeselectmen@roadrunner.com)

COVID 19 GUIDELINE

FOR RENTAL OF THE

TOWN HALL

1. A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
2. The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
3. The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations; not to exceed the maximum occupancies posted for each area of the building.
4. The Town of Monroe recommends the following:
  - a. The use of masks and social distancing of at least 6 feet during any event being held at the Town of Monroe Town Hall.
  - b. Ensure that attendees are healthy and not exhibiting symptoms of COVID-19
  - c. Limiting the number of people using the restroom at one time.
  - d. Wash hands often.
  - e. Use disinfectant during the clean-up (provided by The Town).

I, the renter of the Town of Monroe Town Hall, acknowledge the risks associated with having a social event and the recommendation made by the Town of Monroe. The responsibility of ensuring the guidelines stated above along with the most current state and local guidelines are followed is assumed by the renter.

\_\_\_\_\_  
Renter

Date: \_\_\_\_\_