



## Request for use of Town Hall Grounds

### Organization

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(Organization/Group Name)

### Contact Information

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(Name)

(Phone number)

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(Address)

Time: From \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

### Policy on Use of Property

- As a service to the community, the grounds of the Sedalia Town Hall shall be made available on the basis of lawful activities for groups/individuals. Permission of use of the grounds does not constitute official endorsement of the event, beliefs or viewpoints of its user's.
- Hours the grounds may be used are :
  - Tuesday, Wednesday & Friday 12:00 pm to 10:00pm
  - Saturday 8:00am to 10:00 pm

- A \$50.00 check must be turned in along with the request form. This check will be return as long as there is no damage done to the property.
- Official meetings of the Town government and its boards have first priority over other activities. Any conflict in scheduling shall be resolved in their favor.
- Request form must be completed within 5 days of the event, and also signed by the Town Clerk or an elected official of the Town of Sedalia. The Group or individual is required to notify the Town Clerk immediately of any cancellations.
- Activities must begin and end at the allotted time. The individual or head of the organization shall be held responsible to sure that the grounds are left clean and restored to its original state at the completion of the allotted time. This includes any damage done to property on the grounds.
- Adult supervision is required for events involving children under18 years of age.
- Tobacco, alcoholic beverages, disruptive conduct, extremely loud music, or activities that generate excessive noise is prohibited.

I have read, and I agree to follow the above stated rules for use of the grounds at the Sedalia Town Hall.

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(Signature)

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Town Clerk/Town Official

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Date