

**TOWN OF MORGAN**  
**TOWN HALL RENTAL - POLICIES & PROCEDURES**

**NO SMOKING OR FIREARMS ALLOWED IN BUILDING**  
**USE PROPER RECEPTACLES FOR BUTT DISPOSAL**  
**AT NO TIME BLOCK, OR OTHERWISE IMPAIR FIRE EXITS**  
**COPY OF RENTAL FORMS WILL BE PROVIDED TO YOU**

**TOWN HALL INFORMATION**

- Capacity is 100 people
- Tables and chairs provided
- Kitchenette w/refrigerator and sink only
- Sufficient electrical outlets for roasters
- Supply your own coffee pots, cooking/eating utensils, serving dishes, cleaning rags, cloths, paper towels, etc.

**HOURS**

Rental available between the hours of **8:00a.m. to midnight** daily

**NOT ALLOWED**

- Vandalism
- Sitting on tables/standing on chairs
- Alcohol/fermented malt beverages served to person who has not attained the age of 21
- Fires, nor animals or pets
- Vehicles driven or parked on walkways, or west side of building

**SET UP/CLEAN UP**

**Set up, or building entry prior to rental day/time is prohibited**  
**Clean up shall occur immediately after event**

- Renter required to set up/take down all extra tables, chairs and personal equipment
- Replace permanent chairs and tables as you found them (avoid dragging across floor)
- Nails, staples, tacks, masking tape, scotch or duct tape not allowed on walls, ceilings, doors, windows
- Only table-based decorations permitted, or banners and signs on stands
- Cleaning equipment in storage room
- Vacuum, mop/clean floors
- Wipe up spills, scuffs, soil spots (including bathrooms)
- Wipe tables, counters, refrigerator, sink
- Be sure toilets are flushed, wipe mirrors and sinks, and pick up any used paper
- When leaving, remove all food items, decorations, and other personal belongings
- Dispose of grease or coffee grounds and all garbage in garbage receptacles provided outside building
- Pick up any outside debris
- Shut off all lights
- Make sure all doors are locked
- Keys should be dropped off immediately after event into drop box outside south side of building,  
near main entrance