Hartford Town Hall Use Policy

The Town Hall of Hartford is available for rent by residents of Hartford and/or organizations who function in Hartford who agree to use the property responsibly and to meet the following conditions:

This agreement must be signed by the person arranging the use upon acceptance by the Town Clerk and payment of the $125.00 deposit. $25.00 will be held in escrow to cover damage to the property and is refundable if there is no damage. The remaining $100.00 is a rental fee. If the intended use of the Town Hall is more than one day, the $100.00 rental fee applies to each day of use. This requirement will be waived for community organizations that have a connection to the Town of Hartford.

A certificate of liability coverage must be presented when reservation is made. The liability insurance shall cover personal injury, death and property damages resulting from the acts or omissions of the person entering the agreement, his/her agents and employees, guests, members, and other participants in the renter's event. The Town of Hartford must be listed as additional insured on the insurance certificate. This requirement may be waived for community organizations that have a connection to the Town of Hartford (see Selectmen minutes of 03/20/08 and 08/18/2022). Not for profit events that are offered free to the public (including funeral related events) may be allowed to use the Hall free of charge as determined by the Selectboard and must submit a certificate of insurance as stated above.

Under no circumstance is the Town Hall to be used as overnight accommodations by the Town Hall Tenant/User.

Please contact the town office to request to have the hall door unlocked for the event.

Please lock all doors once the event has ended.

If heat is required, four remote heat pumps may need to be adjusted: The kitchen has one heat pump which must be returned to 61 degrees after the event. The main hall has three heat pumps which are to be turned off when closing the hall. If the use is only for the main room use only the main room heat pumps and keep the kitchen doors closed; if using both rooms then adjust the kitchen heat pump as well. The remote which operates all heat pumps is located on the wall inside the town hall side door. The remote must be pointed at each heat pump being turned on or off. If one heat pump temperature is adjusted, the others will automatically adjust to the same temperature.
When the outside temperature is below 30 degrees, please turn off all heat pumps and use the thermostat for the oil furnace. When leaving set the thermostat at 55 degrees in the kitchen with doors closed and turn off all heat in the main hall.
If the refrigerator is used it must be left clean. The hot water heater switch is in the kitchen on the wall located between the two doors. It has a red light to indicate that it is on. The heater takes two hours to produce sufficient heat.

See that the following checklist is complete before you leave:

- Shut the water heater off when you leave. Stoves must be cleaned after use and all heating elements must be turned off.

- All utensils, pots, pans, etc. used must be cleaned, dried and correctly stored. Renters are expected to supply washcloths, soap, dish towels, etc. and remove such items when finished.

- Kitchen counters are to be wiped clean, and the kitchen floor is to be mopped before leaving.

- If tables and chairs were set up in the main room they must be taken down and stored correctly before leaving. Please leave tables that were set up as you found them.

- The main room floor must be thoroughly swept with the microfiber push broom before leaving. If there has been any spillage of food or fluids, the floor section involved must be cleaned with Craftsman's Choice hardwood floor cleaner using the microfiber mop. All garbage generated must be bagged. You must supply the garbage bags, and **take your trash with you**.

- When leaving please assure that all windows are closed and locked, stoves and hot water are off, kitchen doors closed, bathroom door closed in cold weather, and heat pumps are set to the condition you found them.

- No pets are allowed in the Town Hall.

- The clerk or maintenance/cleaning person will conduct an inspection of the town hall. If there is no damage to the hall or items in the hall, the deposit will be returned after approval by the Selectboard at the next scheduled board meeting.

By signing below I, _____, as Town Hall Tenant/User, agree to indemnify and hold harmless the Town and its agents and employees from any claims for death, injury, property damage or other loss, which may result from your use of the Town Hall under this contract. In the event that such a claim is made against the Town, you will defend the Town, and you will pay any amount (indemnify) for which the Town may be held liable in a legal action for such claims.

_____
This Agreement is valid for the above date(s) only.

_____
Printed Name of Tenant/User

_____ _____
Signature of Tenant/User Date

Revision date 11/03/2011
Revision date 11/4/2021
Revision date 08/18/2022
Revision date 10/20/2022
Revision date 1/04/2024
Revision date 3/17/2025
Revision date 6/17/2025
Revision date 10/06/2026