

**Office of the Board of Selectmen
Office of the Town Manager**



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | www.ayer.ma.us

Town Hall Use Rules and Regulations

Supervision:

The use of Ayer Town Hall by outside entities shall be governed by the Town Manager.

Rules and Regulations:

- The Ayer Town Hall will be available for use by town and outside non-profit organizations for meetings, fundraisers, etc. Local non-profits will have priority for scheduling use of space over outside non-profits.
- Private use rental may be allowed upon review of the application by the Town Manager.
- A fee of \$150 shall be charged for use of the Great Hall after regular business hours. A fee of \$50 shall be charged for non-profit organizations. Any waivers must be approved by the Town Manager. If it is determined that a police officer/fireman/custodian is needed for the event, the cost per hour will be paid for by the applicant.
- All users are responsible for obtaining the necessary keys to access the building. Keys **must** be returned the next business day. Applicants shall be given an overview on proper techniques to secure the building.
- All users are responsible for cleaning the facility (including trash removal) at the end of the scheduled function. Delay of cleaning will not be allowed. Lack of proper cleaning may result in loss of use and/or associated costs. After rental, room must appear in original state.
- Any damage/needed cleaning to the facility caused by the user group shall be charged to the user group, and payable to the Town of Ayer by bank check or money order within (30) thirty days of receipt of invoice.
- Facilities may be scheduled for use on weekends between 9:00 AM and 10:00 PM. Weekday evening use shall be limited to only those evenings when no municipal function is held between 6:00 PM to 10:00 PM.
- Alcohol is prohibited. Food prep must be done off-site, as the small kitchen area cannot accommodate this. Additionally, there is no oven.
- Applications for all use shall be made on the form provided by the Town Manager's Office and shall require the approval of the Town Manager.
- Applications must be received by the Town Manager at least (2) two weeks prior to the date of requested use. Applications may be dropped off or mailed to: Town Manager's Office, Ayer Town Hall, 1 Main Street, Ayer, MA, 01432. A signed PDF may be emailed to tm@ayer.ma.us.

Room Capacities:

Great Hall 200 persons - Main Floor 50 persons - Stage

1st Floor Meeting Room 34 persons

Other Information:

The Town of Ayer does not have any tables available for rentals. The Town has approximately 80 of the following chairs that may be used by renters, provided that they are re-stacked at the end of the event:



Town of Ayer
Town Hall Use Application



Area(s) Requested:

Please Circle

Great Hall

1st Floor Meeting Room

Kitchen

Not for rental as sole use

Name of Person/Organization: _____

Address: _____

Mobile Phone: _____

Email: _____

Date of Requested Use: _____

Actual Time of Event: _____

Arrival time to set up: _____

Departure Time after breakdown: _____

Event Description: _____

- **Please use back side of this form to sketch the preferred room set up**

I have received a copy of the Town Hall Use Rules and Regulations; understand and agree to abide by them.

Signature of Applicant

Date

For Internal Use Only

Police Officer Needed Yes No Rate/Hour: \$ _____

Fireman Needed Yes No Rate/Hour: \$ _____

Custodian Needed Yes No Rate/Hour: \$ _____

Approved/Disapproved

Please Circle

Total Rental Fee: _____

Checks made payable to the Town of Ayer

Town Manager