

TOWN OF NEVA
RULES AND REGULATIONS
GOVERNING THE USE OF TOWN HALL

1. The Town of Neva will not be responsible for any lost or stolen articles.
2. The Town of Neva will not be responsible for any person or property hurt or damaged while using the hall.
3. The Town of Neva will be held harmless.
4. If anything is soiled, it must be cleaned up. **All garbage and trash** must be removed by the user. If anything is broken or damaged, contact a member of the Town Board, ASAP.
5. When leaving, make sure doors and windows are locked and the heat is at 60 degrees. The bathrooms must be cleaned, and toilets flushed.
6. **No Tape** used for decorations on the ceiling.
7. The user FEE is as follows: \$75.00 rent per day with a \$50 deposit, payable when picking up the key. Deposit will be returned if hall is clean, after the Board Meeting, 2nd Tuesday of each month.
8. Town residents or if you know someone from the town.

Renters Name, Address, and phone number:

Days to be rented: _____

Amount Paid: _____