

Hadley's Senior & Community Center

Building Use Policy

Primary Purpose: Hadley Senior meetings and functions
Office for Aging Meals on Wheels program
Community functions

Building Rules:

1. No leftovers.
2. All kitchen use through Town Clerk's office.
3. All scheduling through Town Clerk's office.
4. All garbage is carry in - carry out policy.
5. Must be clean after event or will not be allowed back and will be billed for damage.
6. Homeowners Insurance required.
7. No Alcohol.
8. Non-town related groups must provide their own audio-visual equipment.
9. Each group will be held responsible for the care and condition of the space and equipment used.
10. No smoking. Must go off premises.
11. Requests to decorate the space must be approved by the Town Clerk when requesting building use. No screws, nails, or tacks. Masking tape may only be used on glass, never on painted walls or woodwork.
12. All non-town groups using the premises must vacate the building by 10:00 pm.
13. **Donations are graciously accepted.**