

RULES FOR USE OF ROYALSTON TOWN HALL

Important Note: One person will sign acknowledgement of these rules. If more than one person will be conducting the event, the lead person **MUST** make everyone aware of the rules. If the event involves children, adults **MUST** monitor them to ensure that they too obey the rules and do not run on the stairs or interfere with other users.

Failure to follow the rules may result in loss of town hall use privileges.

1. Adhere to the approved time for arrival and departure.
2. Ensure that people attending your event do **not** park on either side of Memorial Circle in front of town hall. Parking cones are available; check with the administrative assistant if you want to use them.
3. Do **not** put nails, screws or staples into any wall or floor without specific prior approval of the Select Board.
4. If set-up materials must be left for a time before or after an event, leave them neatly on one side, cover with a tarp or other material, and set cones or another barrier around them. (The purpose of this rule is to ensure that others can use the room.)
5. Sweep floors and tie up trash.
6. If you open the windows, close them before you leave.
7. If you use the stove, be sure stove burners and ovens are turned off all the way.
8. Close upstairs hall doors.
9. Leave the tables and chairs in an orderly fashion.
 - a. Upstairs –
 - i. Return all chairs to the left side of the stage storage area.
 - ii. Return any tables brought up from the dining hall back down to where you found them.
 - b. Downstairs –
 - i. Arrange five tables on the back wall with four chairs on each side.
 - ii. Leave two tables along the side wall next to the office, no chairs.
 - iii. Stack extra tables at the end of the hall.
 - iv. Stack all other chairs next to the storage closet at the end.
10. After your program is over, turn thermostats back to 50 degrees F.
11. Turn off all lights in the rest rooms and halls.
12. The person who signs this form should check everything before leaving. If there are minor problems, report them to the administrative assistant as soon as possible. If there is a serious problem, call Custodian Barbara Richardson (978-249-6283) or DPW Superintendent Keith Newton (508-331-3059). In an emergency, call 911.
13. You and your group are responsible for any damage that occurs to the premises or their contents.

ADDITIONAL RULES FOR USE OF SECOND FLOOR

Important note: Use of the Grand Drape* requires specific approval by the Select Board for a specific event. The Board will authorize the administrative assistant to lend the key to one of the approved operators. They are Stephen Chase, Phillip Leger, Gordon Morrison, Keith Newton, and Gary Winitzer.

The additional rules listed here are intended to protect the hall and the Grand Drape.

1. Do **not** scrape boxes, furniture, sets, or other objects across the floor of the hall.
2. Do **not** use rice, confetti, glitter, bubbles, silly string, or similar items anywhere in the hall or on the stage.
3. Do **not** use open flames, candles or pyrotechnical or smoke/fog devices anywhere in the hall or on the stage.
4. Do **not** construct sets on the stage, nor use saws or any other tools that could cause damage, dust, or extreme odors.
5. Do **not** do any painting on the stage, and do not use spray paints within 25 feet of the Grand Drape.
6. Do **not** touch the Grand Drape without wearing clean examination gloves.
7. Do **not** tape, pin, hang or attach anything to the Grand Drape or to the pipes, tubes, cables, ropes and hardware used to operate it.
8. Do **not** staple, nail, screw, or otherwise attach anything to the frame of the stage opening or to the wall or floor within two feet of the opening.
9. Do **not** go under, through or around the Grand Drape while it is lowered.

Name of person responsible for this use _____

Event _____ *Event date and time* _____

I have received a copy of these rules and agree to abide by them.

Signature _____ *Date* _____

***Historical note:** Royalston's Town Hall Grand Drape was painted by the O.L. Story Scenic Company, probably in 1910. This curtain was unique because it was raised and lowered in an accordion instead of on a roll. The drape was cleaned and repaired in 2014 by Curtains without Borders and rehung as a roll-drop curtain with rigging installed by Gary Winitzer, Steven Chase, and Gordon Morrison.