



CIRCLEVILLE TOWN BUILDING USE POLICY

1. Building usage must be coordinated with the town clerk
2. A fee of \$25 will be assessed for use of the building when the tables, chairs, and kitchen will be used
3. A fee of \$10 will be assessed when the tables, chairs, and kitchen are not being used
4. If building use is less than 1 hour, no fee will be charged.
5. Commercial use of the building must be approved by Town Council
6. A refundable \$50 deposit will be required if building is being rented for two or more consecutive days. This deposit will be refunded if building is left clean and in a respectable manner.
7. There will be no overnight staying in the building
8. RV's are not permitted to be set up in the parking lot
9. No alcoholic beverages or smoking in or around the Town Building
10. No taking town equipment out of the building for personal use
11. Building should be left clean and in a respectable manner; an additional fee will be assessed if needed
12. Double check that all doors are locked before leaving
13. Any ongoing regular use of the building must be approved by the Town Council