



Town Hall Guidelines

General Information

- Seats 49 people maximum, theatre style

Reservations

- Town Hall may be reserved by residents of the Town of Blue River.
- Book through the Town Administrator at 547-0545.
- The following information is required:
 - Name of contact person
 - Name of group
 - Phone number of contact person
 - Day/Time requested
 - A \$100 refundable damage/cleaning/key deposit

Policies/Procedures

- All meeting must be booked through the Town Administrator 547-0545.
 - Applications are available in the Administrative Office.
- Town business has priority over all other requested meeting times.
 - Any conflicting booking times must be mediated between the individuals wishing to reserve the room. If necessary, groups may be notified of a Town business conflict and asked to make other arrangements.
- Preferred booking times for outside groups (non-town functions) will be after 5:00 p.m.-11:00 p.m. weekdays and any time on Saturday and Sunday until 11:00 p.m.
- There is no building use fee charged to group using the meeting room.
- Groups shall not charge admission for any event or meeting booked into the meeting room (non-profits may be exempt.)
- Groups using the room are required to clean up after their meeting and put things back in order. Failure to clean the room or return it to its original format may result in revocation of future reservation privileges and loss of deposit.
- Groups are required to provide their own refreshments. Use of Town equipment or refreshments without prior consent may be grounds for revocation of privileges.
- No smoking is allowed anywhere in the Blue River Town Hall Building.
- Courtesy usage will be extended to governmental agencies and departments.
- A key may be checked out the day prior to the event and must be returned on the next business day.
- The Town of Blue River Board of Trustees reserves the right to reject any usage request deemed an inappropriate use of Town Hall.