

## Town of Cochection Facilities Use Policy -Rules and Regulations-

1. The facility's use is limited to any Cochection based non-profit civic organizations and Town sponsored events. The time period for use will be granted by Town Board and who should be notified of any change to avoid any conflicts.
2. One responsible person must be named by the organization wishing to use facility with contact information, and this person will be provided a key to facility.
3. No Smoking Policy to be enforced. No smoking to be permitted in enclosed areas or within 50 feet of Town Hall.
4. No alcohol on the premises.
5. No minors are allowed without proper supervision.
6. Do not touch the thermostat – it is automatically set!
7. When leaving facility. Kitchen should be cleaned, tables wiped down and tables and chairs are to be left as they were found.
8. All garbage should be properly disposed.
9. Shut any windows, shut off the lights, and make sure all doors are locked.
10. The Town Board reserves the right to change or amend these rules and regulations at any time.

**By Order of the Town of Cochection Town Board**