



TOWN HALL RULES

1. Set-up for daily event may not take place prior to 8:00am
2. The event must be concluded by 9:30 p.m., Sundays through Thursdays, or 11:00 p.m. on Fridays and Saturdays.
3. No more than 92 people are allowed in the Town Hall at one time.
4. No Smoking Permitted in Building (refer to **Resolution 2011-01**)
5. No possession or consumption of alcoholic beverages shall be allowed by persons under the age of 21 (refer to **Resolution 2011-01 and Alcohol Permit for additional Alcohol restrictions**)
6. Any and All decorations must be fire retardant and may not be attached to woodwork.
7. Music may not be played outside of the Town Hall.
8. All renters must bring their own supplies, to include but not be limited to: Trash Bags, Paper Towels, Ice, Water, Serving Items, etc.
9. At the conclusion of the event all trash must be bagged and removed to the outside totes behind the Town Hall. The Town does not have recycle service at this time – any recyclables must be taken care of and removed by user/renter if so desired.
10. All tables and chairs must be put back in the position they were found. This includes but is not limited to the tables and chair used for the Commissioners at Town meetings.
11. Bathroom must be cleaned and trash emptied
12. Floor must be swept.
13. At the conclusion of the event, all lights and fans must be turned off.
14. Thermostat must be set back to 58 degrees in the Winter and 65 degrees in the Summer.
15. No storage of equipment or supplies belonging to user to be stored at the Hall.
16. Any damage must be reported to the Town within one day of event conclusion. Reports can be made via e-mail to clerk.bmd@barnesvillemd.org
17. All blinds and curtains must be returned to closed or shut position.
18. All windows and doors must be shut and locked.
19. Parking – there is no parking at the Town Hall – all parking is to be done at the Barnesville Baptist Church across the street. See map and directions for parking and proper walking path to Town Hall. Note: there is a private residence between the Town Hall and the Church parking lot.

Refer to Town Hall Checklist prior to leaving at the end of the event