

Harmony Community Center

Harmony Hall • 1401 Peaceable Street • Charlton/Ballston Spa, New York 12020

REGULATIONS REGARDING THE USE OF HARMONY HALL

(updated April 2023)

1. No smoking in the building or on the grounds.
2. No alcoholic beverages unless the user obtains a rider on their insurance to cover the event, and provides a copy of such rider to the scheduling coordinator before use.
3. The hold harmless agreement attached to this contract must be signed and returned along with this contract, together with the \$150 reservation fee.
4. Attendance limits - see the posted notice. There are 8 tables that seat 6. More tables can be brought in.
5. User is responsible for any preparation necessary before the stated event, and for cleaning the Hall after the event. All trash must be removed from the premises, along with any decorations.
6. Harmony Community Center will not be responsible for any items left at the Hall.
7. User is responsible for any damages and will be billed for repairs, extra expenses, or special cleaning needed as a result of the user's event.
8. Please be respectful of neighbors; keep noise to a reasonable level.
9. Parking is available in the back lot only. Enter on Route 67 side of Harmony Hall. Please respect private property and driveways.
10. When leaving the Hall:
 - a. Be sure the stovetop is off.
 - b. Turn off all the lights, including those in the bathrooms.
 - c. **Turn off the heat and/or AC** in the main hall and close the doors to the Hall for the kitchen and bathroom areas.
 - d. Lock all doors.
 - e. Remove all trash.

I, _____, having requested the use of Harmony Community Center's Hall on (date) _____ from _____ am/pm to _____ am/pm, for the purpose of _____, do hereby state that I have received and read the Regulations Regarding the Use of Harmony Hall and will abide by them.

Signature: _____ Phone: _____

Address: _____ Email: _____