

## Memo

**To: Residents of Mount Moriah**

**Fr: Mount Moriah Town Council**

**Re: Town Hall Rentals and Drop of Key**

**Date: November 10<sup>th</sup>, 2022**

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Effective immediately this is to advise that all locks of town property have been changed.

With regards to rental of Town Hall going forward rentals will be on day-to-day basis which will require picking up and making deposit at town office. Residents that are requiring rental of Town Hall will be expected to sign in/sign out the key of the Town Hall.

As per our existing rental agreement daily rental of the Town Hall for residents can only have access to the town hall 12 noon on the day of renting. Therefore, the rental key will be expected to be returned the next business day at the town office or at the key drop off box which will be provided at the entrance of the town office.

Failure to return rental key in a timely manner will forfeit damage and clean up fee. This is necessary due to town liability and consideration to other residents that need access the Town Hall for next day rental.

Your cooperation regarding this matter is greatly appreciated.