

JOHN TOMPECK
Mayor

FRANK FENDER
Vice Mayor

DAVID KURZMAN
Commissioner

KAIJA MAYFIELD
Commissioner

TOWN OF SEWALL'S POINT



ROBERT DANIELS, ICMA-CM
Town Manager

APRIL C. STONCIUS, MMC
Town Clerk

TINA CIECHANOWSKI
Chief of Police

JACK REISINGER, CBO
Building Official/PW Director

MARIA PIERCE
Finance/HR Director

USE AGREEMENT FOR TOWN OF SEWALL'S POINT TOWN COMMISSION CHAMBERS

The Sewall's Point Town Commission has decided that the preference for residents to use the Town Commission Chambers as a meeting space free of charge, will require the use and duration of use to be within the normal business hours, 8 a.m. – 4 p.m., Monday through Friday, no holidays. The use will still require that a Reservation Request form be completed and submitted three weeks prior to the desired use. The use will be in accordance with the below Use Agreement and will be signed by an authorized party who will be using the facility. Residents will be allowed to utilize the facility after hours provided they compensate the staff person who will open and close the facility at a rate of \$30 per hour, with a three-hour Minimum and follow all regulations.

Non-Profit and Business use of the facility will be allowed only during the normal business hours at the rate of \$50 per hour and must have a connection to the Town of Sewall's Point. The use will require that a Reservation Request form be completed and submitted three weeks prior to the desired use. The use will be in accordance with the below Use Agreement and will be signed by an authorized party who will be using the facility. The fee will be paid at the time of reservation.

The Town Manager has the right to cancel the reservation should there be a conflict and can waive any of the provisions should it be necessary. These rules take effect on March 1, 2024.

USE AGREEMENT REQUIREMENTS

This use will include the meeting space and television monitor only. Food, beverages, candles, and anything with a flame are prohibited. If any chairs or tables are moved, they must be placed back into the normal position after use. The Chambers will be inspected prior to use and after use. Any damage identified will result in the Town being reimbursed for the repairs by the individual who reserved the room. Any violations of these rules will result in a \$300 fee being assessed and a second violation would result in permanent suspension of the use.

I _____ agree with these rules and will adhere to this use agreement.

Witness: _____ Date: _____

