

## Town Hall Rental Coordinator

Telephone number must be available to receive calls to arrange for rental dates.  
Maintain calendar of rentals and give monthly update to Clerk and Custodian  
Send and receive contracts.

Turn in white copy of contract along with full payment to town clerk by the 5<sup>th</sup> of each month.

Keep yellow copy for reference.

After rental date, the yellow copy is turned in to town treasurer by the 5<sup>th</sup> of the month.  
Any questionable damage or abnormal use should be reported to a board member immediately.

The rental coordinator is responsible for the town hall keys and arranges for renter to pick up and advises them of drop off placement.

Contracts, envelopes and postage will be provided by the town.