

**REQUEST FOR USE OF LYMAN TOWN HALL**  
**(Lyman Resident or Property Owner Only)**

NAME AND ADDRESS OF PERSON MAKING REQUEST:

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TELEPHONE NUMBER: \_\_\_\_\_

HALL IS BEING REQUESTED FOR THE FOLLOWING DATE(S):

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HALL WILL BE USED BETWEEN THE FOLLOWING TIMES:

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

**RULES:**

1. NO SMOKING
2. NO ALCOHOL
3. No equipment, such as tables and chairs, to be taken from the hall.
4. It is expected that the hall will be cleaned-up, all food will be removed and trash taken with you.
5. Keys must be returned to the Town Office as soon as possible.
6. Insurance binder must be at Town Office one week prior to event.
7. Water in Town Hall is ***not drinkable***. You may use the water cooler in the hall, but should bring your own water for coffee makers and other beverages requiring large amounts.

DATE APPROVED BY SELECTMEN \_\_\_\_\_