

FACILITY USAGE AND GUIDELINES OF USAGE

Facility usage, Community Center or Multi-Purpose Facility should be scheduled through the Town Hall at least one week prior to the usage request.

Town Hall and the Multi-Purpose Facility can only be scheduled up to one (1) year in advance.

Facility keys must be checked out from the Town Hall; Monday thru Friday between the hours of 8:00 a.m. and 4:30 p.m. and the keys will be checked out to no person under the age of 18. Keys must be returned to the Town Hall (either in person or put through the drop box at the Town Hall) by the end of the next business day following the scheduled usage or else you will be charged \$25.00.

Alcohol can only be sold at an event which is being catered by a current liquor license holder. A catering permit must be obtained from the town hall and approved by the town council at a regular scheduled meeting prior to the date of use. An individual or group cannot sell alcoholic beverages without a catering permit by a licensed liquor license holder, no matter where the event is being held. Alcoholic beverages are allowed at the Community Center, Multi-Purpose Facility, and the Ag Complex if it is brought by an individual or group as long as it is not being sold by that individual or group. Individuals and groups must also obtain an open container permit for their consumption at the Community Center, Multi-Purpose Facility, and the Ag Complex.

There must be an adult for every twenty-five youth at any function held in Town facilities. For auctions being held at the Multi-Purpose Facility, all large equipment or vehicles must be left outside and auctioned off outdoors. These items are not to be brought in or driven into the facility.

Organizations may submit to the Town Hall a list of no more than two individuals who have the authority of the group to check out a facility key on behalf of the organization. If you are a long-term facility user, you need to bring your keys to town hall yearly in January and update who has the keys for your organization or after any key holder changes in your organization.

The Town maintenance or staff have the right to inspect any event that is being held in any town building at any time.

The Town of Wright will hold any person(s)/Organizations liable for all costs of cleaning and/or repairing any damages caused from negligence or improper use by person(s)/Organization or their guests not including reasonable wear and tear due to normal use of the premises.

Any items left in the town buildings after your event will be subject to disposal Town of Wright is not responsible for any items left by your event/organization.