



Avon Town Hall - Council Chamber Use Agreement

Town of Avon – 6570 E. US Highway 36 - Avon, IN 46123

Phone – (317) 272-0948 Fax – (317)272-0948

Today's Date_____

Name_____ Phone (c)_____ (h)_____

Address_____ Email_____

Rental Date(s)_____ Rental Time(s)_____

Type of Activity_____ # of Guests_____

**It is the renter's responsibility to pick up the Council Chamber Key within 24 hours of your event.*

Council Chamber Map and Regulations

Please be advised of the policy restrictions and conditions regarding use of the Council Chamber:

1. Council Chamber reservations are for Avon-based community organizations only.
2. No activities that violate federal, state or local laws shall take place.
3. No activities intended to profit individuals or private businesses.
4. No formal religious services sponsored by religious organizations.
5. No activities that will risk damage to the building or to the security of governmental offices in the building.
6. No alcoholic beverages are permitted in any municipal building or facility.
7. No smoking is permitted in any municipal building or facility.
8. Nothing is to be posted on walls without written permission of the Town Manager.

After use of the Council Chamber please do the following:

1. **DO NOT** move the sound system or microphones . If either must be moved for your event, please see staff beforehand.
2. Return all furniture to correct placement as detailed by the Council Chamber Map (attached).
3. Make sure room is clean and garbage is thrown away.
4. Lock doors to Council Chamber after use.
5. Lock front doors to the building if used after 4:30pm.
6. Return key to administration, in person, **by 9AM the next business day after your event.**

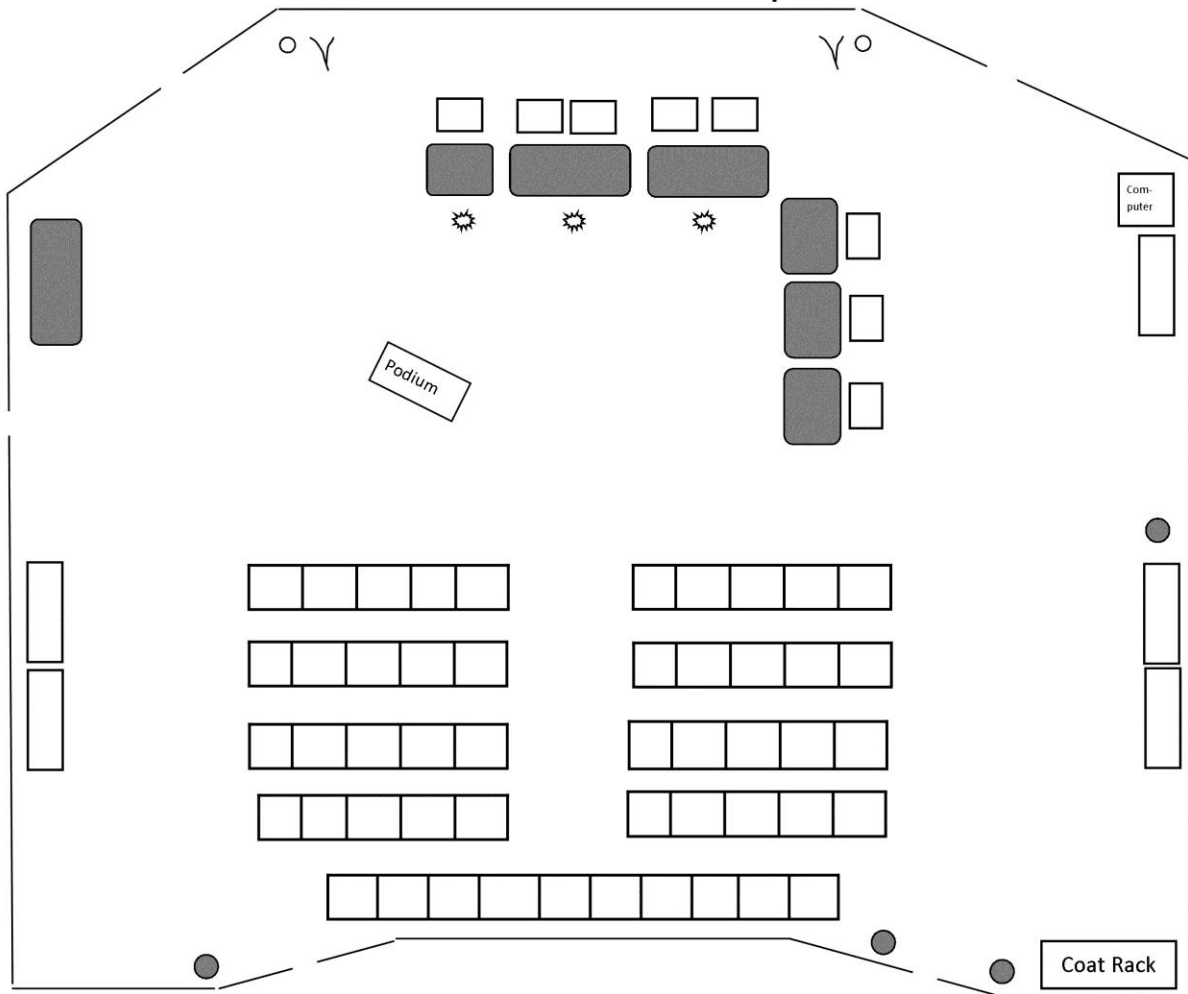
Thank you for using the facility with care and respect!

I have read and agree to follow the above policies set forth by the Town of Avon, while using the Council Chamber.

Renter Signature_____ Date_____

I have received a copy of the Council Chamber Map and Regulations_____ (renter's initials)

Town Hall Council Chamber Map



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□ Chair

■ Desk

▭ Table

○ Flag

Y Tree

● Garbage

☼ Plant

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