

*North Smithfield Heritage Association  
PO Box 413  
Slatersville, RI 02876*

**Application for Use of Facilities - Heritage Hall**

APPLICANT INFORMATION:                      **(Please Print)**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Street: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Individual date(s) and time(s) of Use

\_\_\_\_\_, 20\_\_      Time\*: \_\_\_\_\_ Room(s) \_\_\_\_\_

\_\_\_\_\_, 20\_\_      Time\*: \_\_\_\_\_ Room(s) \_\_\_\_\_

\*Include time to have doors opened and time for final departure, which may be no later than 11 p.m. Friday and Saturday, or 10 p.m. Sunday through Thursday. **Those using the Upper Hall must remove all decorations and complete clean-up as shown on reverse prior to departure at 11 p. m.**

Purpose for use of building: \_\_\_\_\_

Admission charge - \$ \_\_\_\_\_ (if any)      Funds to be used for following purpose(s):  
\_\_\_\_\_

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**Donations for use of the building are: \$225 for Upstairs Hall and kitchen; \$30 for Conference Room; and \$125 for Lower Hall.** With much regret, we have raised our rates due to annual expense increases. Make your check payable to “**North Smithfield Heritage Association**” and note in the remarks section at the bottom that it was a **501c(3) donation** so you remember to deduct it at tax time.

The applicant has reviewed, understands, and accepts the policies as outlined on the reverse side of this application (**Heritage Hall Facility - Agreement and Rules**) and his/her signature below is evidence of agreement to abide by said rules. Compliance with any and all Federal, State and Town Regulations and local Fire and Police Department requirements, including any related costs, will be the responsibility of the applicant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

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**Applicant – please do not write below this line.**  
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**Main Hall**      \$ \_\_\_\_\_

**Lower Hall**      \$ \_\_\_\_\_

**Conf. Room**      \$ \_\_\_\_\_

**Total Building Use Fee:**      \$ \_\_\_\_\_

**Recommendation:**      ( ) Approved

( ) *Not* Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Heritage Association

Authorized Representative

(Give one copy to applicant and keep one copy for NSHA files)

## HERITAGE HALL FACILITIES RULES

1. **Reservations** for the use of Heritage Hall by an organization must be made by a **responsible member of that organization**. The responsible member must see that all regulations are followed and all fees are paid.
2. The use of Heritage Hall is **limited to the specific arrangements** approved on the “Application for Use of Facilities - Heritage Hall”.
3. Heritage Hall is in a residential area. **Noise** must be kept to a minimum, and **evening curfews** (11 p.m. Friday and Saturday, 10 p.m. Sunday-Thursday) must be met.
4. If the Heritage Association receives any **complaints**, the group/organization who reserved the Hall will be unable to use it again.
5. The Heritage Association reserves the **right to refuse** the use of the facility, or cancel any reservation, when such action is deemed to be in the best interest of the Heritage Association.
6. Heritage Hall has **limited on premises parking**.
7. **Keys** will not normally be given out to any group. (Special arrangements may be made)
8. For **children’s parties**, there must be one (1) adult over 18 years old present at all times for every eight (8) children in the Hall.
9. Please **do not tape** or hang anything on the walls.
10. **No smoking** is allowed in the building, and **alcoholic beverages may not be sold** on the premises.
11. **Consumption of alcoholic beverages is limited to wine and beer only by adults. Alcoholic beverages may not be taken outside of the building. Under no circumstances may alcoholic beverages be given to, or allowed to be consumed by minors (under 21 years old). The group person(s) in charge will be responsible for adhering to the above.**
12. **No gambling or gaming** is allowed in the building or on the premises.
13. Those holding meetings/events must **assume responsibility for any loss or damage** to Heritage Association property.
14. **Kitchen guidelines:** Group should bring all food, drinks, equipment and supplies (napkins, plastic plates, cups, glasses and utensils) needed. Available for your use are the sink, stove, refrigerator, microwave oven, toaster, and 30-cup coffeepot. Trash bags are also provided.
15. There are **chairs and tables available** for use during events. If necessary for tables and chairs to be rearranged, they should be returned to their original places.
16. The person in charge of the group/organization must **not allow** any member of the group to **wander** through other areas of the building or to use any materials or equipment not specifically approved.
17. Heritage Hall must be **left clean and in order**. Before leaving, please do the following:
  - ◆ **Clean and sweep the floors**
  - ◆ **Wipe off counters and tables (returning tables and chairs to original places)**
  - ◆ **Bag all trash (including bathrooms) and remove it from the premises.**
  - ◆ **Close and lock all windows.**
  - ◆ **Winter - turn all thermostats to 50 degrees. Summer - turn A/C off.**
  - ◆ **Shut lights off (except light in front foyer that was on).**
  - ◆ **Lock all doors.**
18. If the above rules are not followed, you may be refused future use of the Hall.

**Thank you for your cooperation.**

### **WHO TO NOTIFY IF QUESTIONS**

Louise Vanhouwe 769-8177

Martha Shean 374-7367

Moe Bourget 762-5992 (258-9244 Cell)

Jerry Faricy 766-9562