

Application for Use of # 2 Schoolhouse
Submit to:
Charlton Historical Society
P.O. Box 252
Charlton, MA 01507
508-248-7840

Name of Group:

Contact name, address, and phone number:

Date and time(s) requested:

Purpose of use (i.e. member meeting, public presentation, etc.):

Anticipated number attending:

Rules:

1. Do not handle the artifacts.
2. No open flames (candles, cooking, etc.).
3. Bring any water, paper goods, and supplies the group will need.
4. Maximum temperature for the heat is 70 degrees; turn down to 50 degrees when you leave.
5. Complete an accident report with the Town of Charlton if someone is hurt.
6. Sweep the floor after the event.
7. Leave the premises set up the same way it appeared when you arrived.
8. Call 508-248-3202 to notify if an item in the building is broken.
9. Remove all trash that resulted from the function.
10. Wait until a CHS member arrives to lock up before leaving the building.

Please Note:

The building is not handicap accessible.

The building is not available in snow conditions.

Limited restroom facility.

The contact person agrees to be responsible for following the rules.

Contact Signature:

Date:

Approval Signature:

Date:

BOS approved 6/15/10