



488 State Route 295
Chatham, NY 12037

Telephone (518) 392-1655 Fax (518) 392-4934
townofchatham@fairpoint.net www.chathamnewyork.us

Maria Lull
Supervisor
Beth Anne Rippel
Town Clerk/Tax Collector

Town Council
Bob Balcom
Michael Richardson
John Wapner
Kevin Weldon

TOWN HALL USE

request form

Today's date: _____

Date needed: _____ Time needed: _____ to _____ Number of people: _____

Reason for request: _____

Name of organization/group: _____

Contact Name: _____

Address: _____

Phone number: _____ Email: _____

Rules for the use of Town Facilities

1. Offices, file and storage rooms are strictly off limits.
2. Please do not fasten anything to the walls (tacks, tape, nails, etc.)
3. All children must be closely supervised.
4. No alcoholic beverages allowed.
5. Please take all trash with you.
6. Please leave the facility as you found it.
7. Close windows, turn off lights and lock the door when you leave.

I have read and fully understand the rules for use of town facilities.

Signature: _____ Date: _____

Town Clerk signature: _____ Date: _____