

PHCC, INC.

Facility Usage Requirements

October 2014

GENERAL

There is no smoking permitted on PHCC property. Should you or your invitees want to smoke, please do so in the town parking lot area adjacent to the building and properly dispose of cigarette butts within provided receptacle(s). Smoking limitations and requirements include e-devices.

If you have been allotted storage space in the kitchen, please use only that space allotted.

Please clean up after your event or meeting. You are responsible for removing your own trash from the premises immediately upon exiting the building. Any spills or other mishaps must be immediately addressed by the user, and any damage that will require outside or further assistance or specific trades will result in a charge to the user.

User shall provide their own appliances and supplies for which storage may be designated by PHCC upon user's request. Frequent appliance usage may result in an additional charge to user. All appliances requiring power shall first be approved by PHCC prior to allowing on premises.

User shall insure that all exits are free of any obstructions during time of use.

User shall not affix items to walls, doors, trim or windows. Special exemptions may be permitted with discussion by the user with PHCC.

No permanent exterior signs will be allowed. All other temporary signage shall be submitted for PHCC's review and potential approval prior to display.

Please respect the property of PHCC. Do not touch any items belonging to PHCC other than chairs, tables and those items essential to your event.

Do not flush any items other than toilet paper down the toilets. Please be respectful how you leave the restroom facilities when you are done. In case of emergency overflow a plunger is located in closet across from the entry to the Womens Restroom.

Passwords, codes and keys shall NOT be shared with anyone other than you as the responsible party, or as specified in the use agreement. Upon obtaining a key from the knox box, and after unlocking the door, the key shall be immediately returned to the knox box.

All windows to be secured and lights turned off upon departure.

Occupancy shall be limited to occupancy postings for the Villages Room and Harmony Hall.

Snow Removal: The main parking lot is town property and is thus maintained by the Town. This lot is not of high priority in a significant snowstorm, and thus may not be plowed until later in the day, but likely within 24 hours of conclusion of the storm.

Non prescription drugs and or alcohol shall not be permitted under the PHCC, Inc. Use/License Agreement or Facility Usage Agreement. Private parties are allowed to have alcohol however prior notice shall be provided to PHCC if it is the intent to serve at that event.

HARMONY HALL

If spills occur during the event it is expected that the user shall make all best efforts and attempts to clean the spill but picking up the spill and using a mop when required to avoid the tracking of liquids and staining other elements of the floor. (Mop is in closet at bottom of stair near Ladies Room.

Single Event Users of Harmony Hall or Villages Room shall review and mark up close up check list to be sure all items have addressed and leave checklist in kitchen.

Unless otherwise discussed the set up of the room may remain as it was set up for the event.

Decorations are allowed but are limited to table surfaces and some stringing of signs or banners but may not use nails, pins etc. into wood trim or walls.

Doors to stairwells shall remain closed during an event and stairwell lights shall be on during that event.

CLIMATE CONTROL

We do not have air conditioning and heating is controlled remotely by phone. The temperature will be set in advance for the event but if during the event you need to have it adjusted please call 413 289 9295 and leave message or text 413 896 9550 if you need heat turned up or down or off. Please do not adjust wall thermostat.

QUESTIONS OR ITEMS TO REPORT

Please notify PHCC, Inc. by calling (413) 289-9295 if user discovers problems and/or issues concerning use of the building. User may also email PHCC, Inc. at palmerhcc@gmail.com

IF YOU ENJOYED THE USE OF THE SPACE

Please feel free to spread the word or provide a comment to the Palmer Historical and Cultural Center Facebook page. Also, if you are willing share some photos with us of the space decorated that would be great so we can show others how the space might be used.