



Town of Chester Town Hall Rental Policy

Last Updated: 3/13/2026

Approved: 3/23/2026

Introduction

Purpose:

The purpose of this policy is to establish guidelines for the rental of the Town Hall to ensure fair and consistent use for both residents and non-residents.

Eligibility:

Town Residents: Individuals, groups, or organizations residing within the town limits are eligible to rent the Town Hall auditorium at no charge as long as their event will not be longer than 5 hours for complete set up and clean-up times included.

Town Residents: Individuals whose event will last longer than 5 hours for complete set up and clean can rent the Town Hall auditorium for a fee as determined by the Town Administrator and or Board of Selectmen.

Non-Residents: Individuals, groups, or organizations residing outside the town limits are eligible to rent the Town Hall for a fee, as determined by the Town Administrator and or Board of Selectman.

Rental Request Procedure:

All requests to use the Town Hall auditorium must be submitted via email to the Town Administrator's at townadministrator@townofchester.net.

The request must include:

Name of the applicant or organization

Contact information

Date and time requested

Purpose of the event

Estimated number of attendees

Notification of Town Administrator:

Upon submission of a rental request, the Town Administrator will be notified immediately to review the request and ensure availability. The Town Administrator may:

Approve the request for town residents (no fee required) *

Approve the request for non-residents and town residents and confirm applicable fees along with completed Rental Form.

Deny the request if the hall is unavailable or if the request does not comply with policy guidelines

Rental Fees:

Fees will be assessed based on the duration and type of event, and may include additional charges for cleaning, staffing, or equipment use.

Payment must be received in full prior to the rental date to confirm the booking.

The hourly fee will be \$50.00. This may be adjusted depending on the type of event.

Usage Guidelines:

All users of the Town Hall auditorium are expected to adhere to local ordinances, maintain the property in good condition, and leave the premises clean.

Alcohol or other restricted activities are prohibited.

Cancellation Policy:

Requests to cancel must be submitted at least 1 day prior to the event.

Refunds for fees will be handled by the Town Administrator and town treasurer.

Policy Enforcement:

The Town Administrator, or their designee, is responsible for enforcing this policy and resolving any disputes regarding hall usage.

Print Name:

Signature:

Position:

Date:

*dependent on length of event.