

BUILDING USE POLICY

We are so happy you have chosen to use our beautiful facility! We ask that you follow these simple guidelines so we can ensure a good experience for everyone who uses this space.

FEES FOR BUILDING USE	
Use of Harter Hall only	\$25/hour
Use of Kitchen only	\$75/day \$50/half day*
Use of Harter Hall & Kitchen	\$75 + \$25/hour
Security Deposit: One-time event	\$100 <i>(Check will be held and returned assuming no damage)</i>
Security Deposit: Long-term use	\$250 <i>(held in interest-bearing account)</i>
*A day is considered up to 8 hours. A half-day is considered up to 4 hours	

OUTSIDE SIGNAGE: If you need to place an outside sign for your event, you will need prior Board approval.

CANCELLATION FOR ONE-TIME RENTERS: If you need to cancel your event, you must contact The Wing Center within 72 hours of the event in order to receive your deposit back. You may email TheWingCenterVT@gmail.com, or call 802.888.4040 or 802.888.2426 to cancel.

POLICIES FOR USE OF THE WING CENTER: *Everyone renting The Wing Center will follow the Building Use Policy, indicated by their signature below.*

I have received a copy of the Building Use Policy and agree to adhere to these policies. I understand that if these policies are violated, I will forfeit my security deposit.

Printed Name _____ Date _____

Email _____ Phone _____

Signature _____

Will you require your own outside signage for your event? YES NO
(Please attach photo with dimensions)

For office use only:

Outside signage approved by Board on _____.

DATES OF USE: