



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Chaz Sexton-Diranian, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

The West Townsend Reading Room is available to any Townsend resident or group. There are Rules and Regulations and a Rental Agreement.

It is located at 264 Dudley Road, West Townsend. It is able to hold 37 people.

There are 6 long tables, 10 small square tables, folding chairs, kitchen with refrigerator, stove, microwave and dishwasher, and rest room facilities.

Rental fees are:

\$30.00 Rental Fee per usage for non profit groups renting more than twice a month

\$50.00 Rental Fee For one time monthly non profit groups

\$75.00 Rental Fee for private party: rental time is five hours.

Each additional hour will be \$10.00

Refundable Cleaning Deposit of \$75 is required at time of rental. Deposit will be returned upon renter agreeing and abiding by the rules and regulations.

Anyone wishing to rent the Reading Room, should call or email Sabrina Moore at 978-597-1700 Ext 1703 or smoore@townsendma.gov.

Print out, fill out, and send a signed Agreement with a check for the Rental fee and the Cleaning Deposit made out to West Townsend Reading Room.