



TOWN HALL AND SHELTER HOUSE

RENTAL POLICY

Sunbury Facility Use Guidelines

Please read and adhere to the following rules and regulations for use of the Sunbury Town Hall and shelter spaces:

General Responsibilities

- Cleanup of the shelter and Town Hall is the responsibility of the applicant. Facilities must be left in the same condition as prior to the event.
- Applicants must be at least 21 years of age to rent any Sunbury facility.
- Excess waste that does not fit in the provided trash receptacles must be removed from the site by the applicant.

Pets

- All pets must be on a leash and cleaned up after.
- Pets are not permitted inside Town Hall, with the exception of service animals.

Parking & Grounds

- Parking is allowed in designated areas only.
- Driving on the Town Hall Square lawn is strictly prohibited.

Equipment & Setup

- Any additional tables or chairs must be provided by the applicant.
- All decorations must be free-standing. Use of nails, tape, tacks, or any adhesive on walls is strictly prohibited, even if labeled as "wall-safe."
- All signage and decorations must be removed at the end of the event.

Hours & Noise

- Park and Shelter House hours are from dawn to dusk, unless otherwise posted or pre-approved.
- No loud music or amplified audio equipment is permitted.
- Children must be under adult supervision at all times.

Prohibited Items & Activities

- Alcohol is not permitted at any Sunbury facility.
- Smoking, including cigarettes, marijuana, and e-cigarettes, is not permitted.
- No open fires are allowed. The use of grills is permitted.
- Inflatable devices (e.g., bounce houses) are not allowed at any Sunbury facility.

Cancellation & Refunds

- No refunds will be issued for same-day cancellations due to inclement weather. However, rentals can be rescheduled for another available date.
- To receive a refund, cancellations must be made at least 24 hours prior to the reservation date.

Food Distribution

- Rentals cannot be used to distribute food to the general public unless an approved permit from the Delaware County Health Department is submitted.

Organizational Use

- The Sunbury Town Hall may not be used as an official address or headquarters of any organization renting the facility.
- Shelter houses and Town Hall may only be reserved by nonprofit, civic, or community organizations. For-profit entities - including individuals, sponsors, vendors, or registration providers - are not eligible, regardless of whether the event is free or paid. Exceptions may be granted at City Council's discretion upon a written application and payment of commercial rates.