

Town of Concord Facilities Use Policy

Local organizations and community groups may utilize the Town Facilities for meetings, activities and special events in accordance with the requirements set below. Reservations are required for each activity and all applications will be on a first come first served basis. There will be no multi use agreements and the approved user may not enter into any sublease agreements with a third party. A person knowledgeable of the facility and approved by the Selectboard, or their representative, must be on duty at all times to supervise the building use, when the facility is being used for public functions. At the discretion of the Selectboard or authorizing person, for some events additional supervision may be requested and must be provided by the user. Each organization or group will appoint one person who will act as an agent for the user and who must accept full responsibility for the user. This person must be present at the event or activity and ensure that everyone present follows the rules and is responsible for clean up, closing and locking all windows and doors, and turning down the thermostat.

Provisions of Use: The organization or group must ensure that all activities will be orderly and lawful and not of a nature to incite others to disorder, and provide reasonable security arrangements appropriate for the activity. The user will be liable for any and all damages resulting from improper activities or damage to the building or equipment. There are to be **NO staples, tacks or nails, tape, etc. used on any surfaces** in the building and **no decorations to be hung from the lights or sprinklers**. There is to be **NO smoking** in or around the building, **NO open flames** (candles, lighters, sparklers, etc.) and the use of alcoholic beverages on the premises are prohibited. Any activity for individuals under 21 must have adult supervision on the basis of one adult for every 15 young persons. **Particular care is to be exercised when moving objects not to hit the doors or walls, and they must be lifted and not dragged on the floor!** It is the users responsibility to remove all property, materials, equipment, rubbish, etc. and sweep and clean the floor immediately at the end of each function; anything remaining after 12 hours will be disposed of and will forfeit the clean-up deposit, no exceptions. No activity shall last later than 11 p.m. Maximum occupancy in Town Buildings allowed by the State Fire Marshall at this time is **121 people in the Town Hall**. Furnishings may be loaned out or to be removed from the building @ the discretion of the Selectboard.

Evidence of Insurance may be required at the discretion of the Selectboard.

The attached application and agreement form must be completed and is not final until acceptance and receipt of the required deposit and fees. Use of the facilities may be revoked at any time for failure to abide by the rules and procedures as described herein. The Administrative Assistant is authorized to approve use requests. A calendar of scheduled use of the building and or property shall be maintained by the Administrative Assistant to the Selectboard or designee.

User Fees: Miles Pond Pavilion: \$80/day for residents or \$100/day for non-residents. Other Town Property: \$25/day for resident or \$50/day for non-residents. A \$50 refundable clean-up/use fee is required for the use of the facilities or furnishings from the

facilities. An additional fee of \$20/hour is required for a **Public** function requiring building supervision. **Certain local civic groups may not be charged for use.**

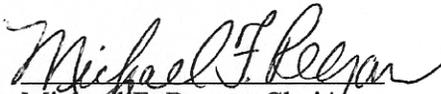
The Town of Concord does not assume any liability for the acts of any organization or group using the Town Hall and or other town facilities. The Selectboard shall be solely responsible for establishing criteria and granting the use of the town hall or other town facilities. Policy as amended, Approved by the Selectboard on August 6th. 2009.

This policy is subject to change at the discretion of the Selectboard.

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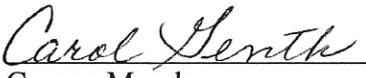
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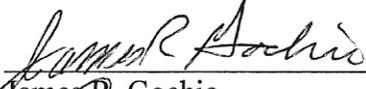
Selectboard members Signatures

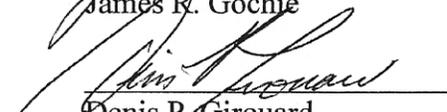

Michael F. Regan, Chairman


Carol Genth




George Morehouse


James R. Gochie


Denis P. Girouard

Adoption History

1. Agenda item at regular selectboard meeting held on August 6th 2009
2. Read and approved at regular selectboard meeting on ~~August 6~~ 2009 and entered in the minutes of which were approved on SEP 03 2009.
3. Posted in public places on August 7th, 2009
4. Notice of adoption published in the Caledonia Record newspaper on August 10th. with a notice of the right to petition.
5. Other actions [petitions, etc.]