

Fairlee Town Hall Facility Use Policy

The Fairlee Town Hall is available for the use by residents and members of the public. The Town of Fairlee encourage its continued use as both a community center and venue for private functions. It is the intent of the Town to assure the residents of Fairlee are given priority in the scheduling of the facility use.

1. **Policy applies to:** Parking Areas, Grange Room, Kitchen, Hallways, Bathrooms, Balcony, Auditorium and Concession Area
2. **Priority of Use:** Residents, Town Meeting Functions and Non-Profit groups have priority. Fairlee Community Art (FCA) group will have the flexibility of scheduling via a written Memorandum Of Agreement.
3. **Hours of Use:**
 - a. Weekdays Monday – Friday 8AM – 10PM
 - b. Weekends Saturday – Sunday 8AM – 12AM
 - c. Hours of facility use may be altered with the written permission of the Town Administrator.
4. **Rental Fee Schedule:**

	Half Day	Full Day
a. Town Hall Auditorium	\$175	\$300
b. Grange Room	\$50	\$75
c. Kitchen	\$25	\$50
d. Entire Town Hall	\$250	\$425

Definitions:

Town Hall Auditorium = concession, stage areas, balcony, ticket booth

Grange Room = multi-purpose room on first floor

Kitchen = kitchen for food catering preparations

Entire Town Hall = Auditorium, Grange Room and Kitchen

Half-Day = more than 1 hour, not to exceed 6 hours

Full-Day = More the 6 hours, not to exceed 12 hours on the same date

1. The Fairlee Selectboard may waive rental fee for a non-profit community service organization (e.g. Women's club, 4H, Scouting, School, Lions)
2. A security deposit of \$200.00 will be asked of all rental applications. A portion of the deposit may be withheld in the event renter causes damages or does not comply with the rental agreement.
3. Use equipment owned by FCA = with separate FCA rental agreement

5. Scheduling

- a. The facility schedule will be maintained by the Town Administrator.
- b. Long term rentals can be negotiated with the Town Administrator.
- c. Rental applications must be submitted to Town two weeks in advance of date of rental.
- d. Town /meetings events, such as Commissions, Boards, elections, holidays and sanctioned Town events take precedence over rentals. A renter may be required to cancel or alter their respective rental date/time to accommodate a Town event. If the renter cannot reschedule, the Town will refund renter for the date/time of the rental missed.
- e. Long term renters (e.g. every Monday evening) must submit a monthly confirmation of rental to avoid scheduling conflicts.

- f. A monthly schedule will be posted in the Town Hall first floor hall way.
- g. Cancellations are to be submitted in writing at least seven days prior to the scheduled rental.

6. Insurance

- a. All rental groups are required to sign a hold harmless waiver of the Town of Fairlee for any injury or damages occurring as a result of the activities or presence in the Town's facilities and to indemnify the Town regarding any claims made against the Town arising from activities or presence in Town facilities, including claims brought by persons who come onto the Town's premises because of the activities or any claims arising from acts or omissions of such person, regardless of the basis of the claim.
- b. The renter may be required to show proof of liability insurance with a minimum of \$1,000,000 and name the Town as additionally insured.

7. Prohibitions:

- a. No tobacco uses
- b. No alcohol (unless with written approval by Selectboard)
- c. No flames (fire)
- d. No adjusting the thermostat
- e. No adhering any item to walls, unless approved by Town Administrator

8. General Conditions

- a. All user groups are to complete a Town Hall Facility Use application.
- b. Building code occupancy will determine what attendance per space will be allowed.
- c. Rental groups must have one supervisor 21 years of age or older on-site at all times during the rental period.
- d. Fees (if applicable), rental application and insurance waiver/certificate are to be in place prior to rental use.
- e. Clean-Up - Renters are required to carry in – carry out trash. All floors, tables, chairs, plates, silverware, kitchenware etc are to be cleaned after use. If custodial duties are required by the Town, the rental group will be charged a minimum of \$25.00 (deducted from security deposit).
- f. Keys and securing the Town Hall – rental groups may be issued keys. When keys are issued, the renter is responsible for securing the facility. Keys issued are to be returned within two weekdays directly after the end of the rental date period.
- g. Parking – depending on the event, a parking detail may be required. Parking details may require police presence at the renter's own expense.
- h. Security – depending on the size of the anticipated attendance police coverage may be required. Police detail cost will be paid by the renter.
- i. Snow/Ice conditions – Renters are responsible for clearing of walkways/steps of all Town Hall entrances outside the normal maintenance personnel work hours Monday-Friday 8:30AM – 4:00PM.
- j. In the event the renter comes across a damaged item and/or damages an item, the renter is to contact the Town Administrator. Rental groups will be responsible for any and all repairs due to damages cause by renter during their use of the facility.
- k. All groups shall comply with any specific rules established by the Town regarding the use of the Town Hall facility.