

Town Building Use Procedures

Purpose: This document enumerates the processes for approval and use of Town Buildings.

Applicability: These procedures apply to all Town-owned buildings.

Guidelines:

- Applicant must provide valid identification and be at least 18 years of age. The applicant must attend the event and assume full responsibility for the use of the room(s). And, adhere to all departmental rules.
- The Town and its departments may require an applicant group to supply a certificate of insurance, from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Town may reasonably deem appropriate, naming the Town as an additional insured, and covering damage to the building, grounds, contents, and injury to persons occasioned by the event.
- Rooms should be reserved as far in advance as possible, but no more than three (3) months in advance. If a reservation is made for a series of meetings (e.g., the first Thursday of every month), there may be occasions when the group will be preempted. In such cases, as much notice as possible will be given.
- Rooms will not be available when the Institution is closed due to emergency conditions or inclement weather.
- The event cannot interfere with normal operations during public hours.
- Music/sound levels – must be kept to an acceptable level as to not disturb other activities or neighbors. Use Masking Tape only to hang decorations. Do not drag equipment- lift tables and chairs. Return the room and all equipment in the same condition as group found it.
- Adult Supervision is required of minors at all times.
- No Smoking is allowed anywhere inside Town buildings.
- The Town and its departments cannot guarantee parking facilities for those attending the meeting. Storage is not provided.
- The fact that a group is permitted to use the facilities does not constitute an endorsement by the Town or any of its departments of the group's policies or beliefs. Advertisements, announcements, press releases, flyers, etc., should not imply that the meeting is sponsored by the Town or any of its departments.
- The Town departments will make reasonable attempts to accommodate the groups' needs, but makes no guarantee that staff will be available to change the arrangement of the room, to train individuals in the use of equipment or to resolve any problems that arise.
- The Town reserves the right to immediately terminate, without notice to applicant or presenter, its contract with any presenter that the Town deems, in its sole discretion, (1) to have not abided by the

rules and regulations described herein, or (2) if the applicant, presenter, or group should conduct any illegal activity on Town property.

- The Town Manager reserves the right to deny any group requesting to use a Town building if there is a negative impact on the building or operations of the Town.

Approval: Applicant(s) must submit a completed application to the Department Head at least seven (7) days prior to requested use date. Priority will be given to government, community and non-profit organizations. Applicants will be notified of their approval within three days of their request. All monies must be paid prior to use of the room.

Categories of Users:

1. Providing services to townspeople/users at a significantly reduced rate. Those who provide classes and activities to townspeople may be paid on a per-class basis or per-unit of service basis by those who participate. The Town Departments does not pay the providers. A use fee may be waived.
2. Providers of non-profit services and activities. These include church groups, scouts, and other non-profits who want on-going use of the facilities and do not charge the people to attend. A use fee will be charged.

Cost: \$35 building use fee.

Within these categories, reservations are filled on a first come, first served basis. All monies shall be payable to the Town of Alford and will be forwarded to the Town Treasurer at the Town Hall 5 Alford Center Road, Alford, MA 01230



TOWN HALL

Town of Alford

Alford Town Hall • 5 Alford Center Rd. • Alford, MA 01230

INCORPORATED
1773
ALFORD
MASSACHUSETTS
(413) 528-4536
FAX (413) 528-4581

Name of Group/individual: _____

Date of Application: _____

Primary Contact person: _____

Daytime phone number: _____ Emergency phone number: _____

Mailing address: _____

Email address: _____ @ _____

Secondary contact person: _____

Daytime phone number: _____ Emergency phone number: _____

Mailing address: _____

Email address: _____ @ _____

Town Hall:

Expected attendance: _____ purpose of meeting/event: _____

Date requested: _____ Time requested: _____

Special request: _____

AGREEMENT

This application is made with full understanding of the General Regulations for the use of the premises. I (we) agree to assume the responsibilities involved in using the premises, and in particular, agree that in the event there shall be, as a result of the use of the premises, damages to the premises or the property or the property of others, or personal injuries to anyone, the Town of Alford shall not be liable therefore, and if notwithstanding this agreement, the Town of Alford shall be required to pay any such damages, I (we) agree to fully indemnify and to hold the Town of Alford blameless therefrom.

Applicant Signature _____ Date: _____