

TOWN OF BENSON, VERMONT
FACILITY USE POLICY

A. The Town of Benson has facilities that are available for use by Benson residents and members of the public. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use its facilities.

FACILITIES TO WHICH THIS POLICY APPLIES. This policy shall apply to the following municipal facilities in the Town of Benson:

- 1) Community Hall
- 2) Town Hall Meeting Room

B. PRIORITY OF USE. The Town of Benson will make these facilities available on a first come, first serve basis for individuals, groups and organizations to rent during times when the facilities are not being utilized for Town of Benson programs or by Town staff, board, commissions and committees, or Town of Benson sponsored events.

C. HOURS OF USE. The facilities are available for use during the following hours: 8 a.m. – 12 a.m..

D. PROHIBITIONS. The following uses are strictly prohibited at the facilities:

- 1) _____
- 2) _____
- 3) _____

E. OCCUPANCY. Occupancy of the facilities will be limited as follows:

<u>Facility</u>	<u>Maximum Occupancy</u>
Community Hall	150
Town Hall Meeting Room	12

F. SMOKING. Smoking is prohibited at all Town facilities.

G. OBLIGATIONS OF USERS. Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users. Detailed obligations of each facility follows.

H. FACILITY RENTAL AGREEMENT. Approved Benson social service, and community service groups, and non-profit groups wishing to use the facilities shall be required to execute a Facility Rental Agreement each year. Individuals and businesses wishing to use the facilities shall be required to execute a Facility Rental Agreement for each event.

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OBLIGATIONS FOR USE OF THE BENSON COMMUNITY HALL

- A. Scheduling of the use of the Benson Community Hall is done in advance through the Community Hall Committee. A rental agreement must be completed and returned to the Community Hall Committee along with proof of insurance, and payment of the rental fee and deposit.
- B. Checks should be made payable to the Town of Benson, referencing rental of the Community Hall. The reservation will then be confirmed by return of a copy signed by the Town's authorized agent. **No dates will be held until the reservation is confirmed.**
- C. Renter agrees that Renter's and Renter's Affiliates' use of the Hall is subject to the following terms and conditions, and Renter agrees to abide by these terms and conditions:
- D. **In no event is the consumption of such beverages permitted outside the building on the grounds of the premises.**

Renter acknowledges that:
The Town of Benson does not condone the irresponsible use of alcoholic beverages;
The Town of Benson will not contribute to or be involved in the furnishing of alcoholic beverages
The Town of Benson will not cooperate in any manner with the Renter in providing an independent party to furnish alcoholic beverages; and the Town of Benson is unable to effectively monitor the use of alcoholic beverages in the Hall during the Event.
- E. The Hall tables and chairs are not available for rent or loan, or for use outside the building.
- F. The Town Library and storage room are kept locked and are off limits. **No access through the Library is allowed for activities upstairs or downstairs.**
- G. Renter may use the appliances in the kitchen; but dishes, silverware, glasses, food, linens and supplies are to be provided by Renter. Renter must remove any trash generated during the Event.
- H. Parking of vehicles may only occur in designated parking areas. If more than 25 vehicles are anticipated, the Town may require the employment of a traffic control officer.
- I. No smoking is allowed in the Hall. No open flame of any type is permitted.
- J. Any entertainment should be granted prior approval.
- K. No decorations may be hung or otherwise displayed which make holes in walls or ceilings or otherwise damage the Hall, or attached to or connected with any of the electric wires or fixtures in the Hall, other than lights and / or equipment which is plugged into the electrical system of the Hall. No pyrotechnics/fireworks are allowed.
- L. All doors are to be locked by Renter at the conclusion of the Event.
- M. The Town, its employees and agents shall have the right to enter the Hall at all times during the Rental Period to confirm Renter's strict conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has failed to abide by the terms and conditions pertaining to the use of the Hall, or that the affair is out of order, the Town reserves the right to terminate the Event prior to the expiration of the Rental Period and without any refund to the Renter.

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- N.** Renter agrees that it will abide by and conduct its affair in accordance with all laws, government rules, regulations and ordinances, including but not limited to those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal behavior to occur within the Hall.

- O.** Renter agrees to indemnify, defend and hold harmless the Town of Benson and its officers, employees and agents from and against all claims of whatever nature arising from any accident, injury or damage whatsoever caused to any person, whether on or off the property of the Town, or to the property of the Town, or to any person where such accident, damage or injury results or is claimed to have resulted from the acts, omissions, or errors (whether intentional, negligent, or otherwise) of Renter or Renter's Affiliates.

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OBLIGATIONS FOR USE OF THE BENSON TOWN HALL MEETING ROOM

- A. Scheduling of the use of the town office building is done in advance through the Town Clerk. The building will be made available, with certain restrictions that are explained here, to any board, committee or commission elected by the citizens of Benson or appointed by the Selectboard.
- B. Because the building and conference area are not of a size to hold large public meetings, groups that expect to be larger than 12 people should plan to meet elsewhere. If more than 12 people attend unexpectedly, the meeting will move to another location.
- C. Individuals or groups using the Town Office building agree to use only the public areas of the facility, and to leave the facilities, furniture, equipment, and kitchen area as clean and orderly as they found them. **The office of the Town Clerk and the vault are not public areas and access to them is prohibited.** A group's contact person will sign and ensure that the policy statement has been adhered to. A group or individual that does not adhere to the policy may risk the loss of future use of the town office meeting room.
- D. The Town Clerk, Selectboard and the Emergency Management Coordinator shall have keys to the building.
- E. Guide dogs or other service animals are welcome to accompany their humans into the town office building. Other animals are not permitted.

Signatures

Date

- 1. Agenda item at regular Selectboard meeting held on.
- 2. Read and approved at regular Selectboard meeting on and entered in the minutes of that meeting which were approved on