



# Town Hall Use Policy

SELECT BOARD

Town of Boxborough, MA

## Intent and Purpose

The purpose of this policy is to manage the use of the Boxborough Town Hall by both Town and other organizations.

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## Requests for Use of Town Hall

Any Official Town Board, Department, Commission, Committee (“Town Board”) as well as Community and Non-Profit Groups may request the use of the Town Hall, providing such proposed use does not interfere with any previously scheduled official use and with normal Town Hall activities. Town Hall is available for Town Boards at no cost and is scheduled on a first request basis through Town Hall.

An application for use of the Town Hall may be obtained at the Town Hall for community and non-profit groups. A written application must be made for proposed use of the Town Hall. Those requesting the use of the facilities on a periodic basis may annually make one application. The Town Administrator must approve all applications. Applications must be submitted at least (30) days prior to the requested use.

The Boxborough Town Hall is primarily made available to the residents of Boxborough and thus to groups that have a substantial connection to the Boxborough Community. The percentage of members who are Town residents must be stated on the application from any group.

Acceptance of a group’s application to use Town Hall is not considered to be approval of the group and its activities by the Town or any Town Board or any Town Staff. Groups using Town Hall must be respectful of all persons and beliefs while at Town Hall.

Groups using Town Hall must abide by regulations and guidelines, comply with the capacity ratings of the various Town Hall Rooms, and follow the directions of all Town staff including, but not limited to, Fire Department personnel.

If any of the provisions or proposed requirements of the application or Town Administrator/Select Board are violated in any way, the permit to use the building and/or grounds may be revoked without notice by the Town Administrator/Select Board, and future use may be denied.

### Fees

**The fee for the rental of Town Hall is \$50.00 per hour.** Custodial help will be provided by the Town of Boxborough and the custodial requirements of the applicant will be figured into the fee set for the use of the Town Hall. If excessive clean-up time is required, the applicant will be billed directly for this service. Fees may be waived at the discretion of the Town Administrator.

The applicant shall contact the Chief of Police regarding any need for police. Generally, police services will be required for gatherings of more than fifty (50) people. Maintenance of good order and compliance with Town ordinances and State and Federal laws are required. If a Police detail is required, responsibility for paying for the detail belongs to the applicant, not the Town.

### Liquor, Smoking, Maintenance and Parking

When liquor is to be sold or consumed on the premises, the proper permits must be obtained from the Select Board. No alcoholic beverages of any kind may be consumed on the premises without the express consent of the Select Board.

Smoking, including e-cigarettes, is not allowed in any part of the Town Hall by anyone at any time.

Only persons approved in advance by the Town Administrator and/or Select Board shall be permitted to perform any service connected with the operation of the building or any part of its equipment. No decorations, scenery or any other materials shall be affixed to the building or grounds without the express permission of the Select Board.

Parking will take place only in marked spaces. No parking is allowed at the front of the Town Hall.

### Liability and Keys

Applicants using any of the facilities shall be responsible for harm to any person(s) in attendance and for any damage to the building or grounds. The Select Board reserves the right to require a public liability bond or insurance policy in an amount determined by the Select Board.

If a key is necessary to access the Town Hall for an event the responsible party should come in 48 hours before the event so they can sign out a temporary key and be shown how to work the lock. That person will also be responsible for returning this key on the next business day following the event. The key must be returned directly to Town Hall and **under no circumstances be given to another person or group.**

## Building List Check

Before leaving the building, all items on the “building check list” below are to be read and followed by the applicant.

1. Close and lock all windows.
2. Check water faucets and be certain they are turned off.
3. Turn off all lights, including those in the bathrooms.
4. Close and lock all doors. Any key (s) must be returned to the Town Hall Office the next business day.
5. All areas, furniture, and equipment are to be returned to the condition found.
6. Excess trash is removed unless the group has elected to pay for janitorial services.

## List of Attachments

1. Application for Use of Boxborough Town Hall
2. Town Hall Key Event Sign Out Form

*This regulation revokes and replaces all previous policies on this topic including the policy titled Town Hall Use Regulations in 2001 and undated “Conditions of Use” document.*