

# Berwick Town Hall Use Policy

## Purpose

The purpose of this Policy is to define conditions, circumstances and terms under which the public is allowed use of the Berwick Town Hall. The Board of Selectmen is the custodian of the public property of the Town and as such, wish to ensure that this public property is properly maintained and prudently used.

## Administration

It shall be the responsibility of the Town Manager (or designee) to administer this Policy and to make the necessary decisions. The Board of Selectmen reserve the right to make exceptions to this Policy on a case by case basis when necessary. If the presence of a Police Officer is required the cost shall be charged directly to the user.

The security of the building and those using the building are of primary importance to the Town Manager. There must be an acceptable level of building security during any event or activity which may include additional requirements (police officers, signage...) that would be charged to the user.

Individuals or groups not following these guidelines, causing damage to the building, or getting into areas/materials that are not part of their rented area can be denied any future usage of the building. That includes damage done by any participant. Costs of repair(s) will be charged against the group/individual signing the Usage Agreement.

Groups utilizing the space who do not fall under the Town of Berwick's insurance policy need to provide a Certificate of Insurance Liability with the Town named as an additional insured with the policy limit at least \$1,000,000.

Youth Dances (Junior and High School age) are not allowed at the Town Hall.

Community and parent/child dances will be reviewed individually for approval.

## Guidelines/Information

- The Town's governmental business takes precedence over all rentals.
- No rentals will be allowed on days and times during which regularly scheduled municipal meetings occur.
- All scheduled events will be posted by the Town Clerk, Deputy Town Clerk or Recreation Director on a Master calendar to prevent double booking, and to provide information for the Town's cleaning service.
- Scheduling cannot exceed 12 months prior to an event.
- Any renter must sign the Town Hall Use Agreement and pay the rental fee before any dates can be reserved – a statement of availability **does not** reserve the space.

Adopted: April 21, 1998  
Amended: 08/30/1999  
12/16/2008  
May 1, 2018

- The renter/sponsor MUST be present at the event.
- Any youth event must have adult supervision that is approved by the Town Manager.
- All events must end by 11 pm.
- Events with food & non-alcoholic drinks must be pre-approved and they will carry a higher usage fee due to the need to have the floors cleaned.
- Tables and chairs will be returned to where they were found.
- Participants may not provide heating units of any kind.
- Space includes the auditorium floor, (stage usage must be approved separately), auditorium lobby and bathrooms. This agreement does not include the downstairs lobby, conference room, Selectmen's meeting room or office space.
- Chair lift is available - pre-event instructions are required and key issued
- Windows can be opened and there are available screens. Curtains can be opened/ closed as needed.
- Bathrooms are stocked and cleaned by the cleaning service. That said, they must be left at the level of tidiness they were found.
- Chewing Gum is not allowed in the auditorium and cannot be sold by building users or vendors
- Smoking. All Town of Berwick property falls under the Town's No Smoking Policy. Tobacco use of any kind or electronic vaping of any sort are not allowed in Town buildings nor on Town property. There is an approved smoking area located in the adjacent parking lot at the corner of Sullivan Street and Eleanor's Way.
- Alcohol is not allowed without the specific approval of the Board of Selectmen
- Open flame is not allowed - no candles, tea lights, hurricane lanterns, etc.
- Trash generated by the renter will be removed by the renter (including tape, ribbons, ties, string, balloons...) Clean up may be allowed the following day with prior approval.

Failure to follow these guidelines can result in a denial for future usage, or double charges for space usage.

**Fee schedule: Auditorium**

1. **Non-profit individuals/groups**, regardless of affiliation will be charged to utilize this space. Fees collected cover basic costs of heating, electricity and paper supplies in the bathroom facilities plus the cleaning of rugs/floors. This floor is cleaned using a company.
  - \$120.00 for a three-hour block, \$20.00 added per hour beyond the first three (no food or drink served)
  - \$ 200.00 for a three-hour block, \$20.00 added per hour beyond the first three (no food or drink served)

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2. **Profit organizations cannot use the space without Town Manager approval. He will determine rental cost based on usage starting at:**

- Resident \$ 200 for a 3-hour block of time (with food/drink \$250)
- Non-resident \$ 300 for a 3-hour block of time (with food/drink \$350)

**Fee schedule: All other space**

All individuals/groups, regardless of affiliation will be charged to utilize this space. Fees collected cover basic costs of heating, electricity and paper supplies in the bathroom facilities plus the cleaning of rugs/floors. The Town sets the cleaning schedule.

- **Non-profit groups, organizations, clubs, civic groups, etc., for a 3-hour block of time. Where applicable the group must show proof of non-profit status (501C). This fee is non-refundable.**
  - \$20 fee per reservation (no food or drink served)
  - \$120 fee per reservation for any event with food and/or drinks

**Specials:**

- **Other usages:** Those seeking a longer period of usage (longer hours...), repeat usages (monthly meetings...), multiple dates (weekends...), etc. will be evaluated on a case by case basis.
- **Town sanctioned** special events utilizing the Town Hall (with or without grounds) will be charged a minimum of \$400 per event with the understanding that no cleaning will be done until the event is complete. Written agreement detailing usage expectations/limitations, time, dates, users... must be signed by both parties.

For 2018 the cost to dry mop and wash the auditorium is \$120.00. For a heavy usage the floor has to be vacuumed first, wet mopped twice and then waxed at a cost of \$310.00. Usage charges collected are intended to off-set the cost associated with building usage so there is no cost to the taxpayers.

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Amended: 08/30/1999  
12/16/2008  
May 1, 2018

**TOWN OF BERWICK**

**Town Hall Use Policy**

Approved and signed by the Board of Selectmen this 1st day of May, 2018.

  
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Thomas Wright, Chair

  
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Edward Ganiere, Vice Chair

  
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Rebecca England

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Mark Pendergast

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Joshua Plante

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