

TOWN OF EASTHAM

Town-Owned Buildings ~ Room Use and Fee Policy

1.0 Authority

The Board of Selectmen hereby and in accordance with their statutory authority and responsibility for town-owned buildings, establishes a policy pertaining to the use of town buildings and usage fees as herein described.

2.0 Purpose

It is the intention of the Board of Selectmen of the Town of Eastham to make designated town-owned building rooms available to all qualified applicants as per the regulations and fees described further in this policy.

3.0 Applicability

This policy shall apply to individuals or organizations wishing to use designated town owned building rooms for an event or program.

4.0 Definition

Town owned building rooms designated for use are the Earle Mountain Room, and the Small Room both located in the Eastham Town Hall, and the John H. Powers Hall located at the Council On Aging.

5.0 Responsibility

The Board of Selectmen or their designee is responsible for ensuring that this policy is upheld, the guidelines followed and the applicable fees received.

6.0 Standards/Rules and Regulations

6.1 Eligibility

Town sponsored groups, civic and service groups, non-profit organizations, for profit organizations, advocacy groups, political parties, and private individuals shall be eligible to apply and use town owned building rooms for meetings.

Applications shall not be considered for groups or individuals who discriminate in their membership, programs or philosophy, on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status or sexual orientation.

Repeat use may be denied to groups or individuals who fail to abide by this and other policies, rules and regulations pertaining to the use of town owned property.

6.2 Use of town-owned buildings shall be governed by the following rules and regulations:

6.2.3 User agrees that no alcohol shall be consumed in the building or on the premises.

6.2.4 The meeting room and rest rooms must be left in a neat and clean condition after each use.

6.2.5 Equipment belonging to the building may not be used unless so specified in the "Application for Building Use."

6.2.6 Nothing may be removed from the building without permission of the Head Custodian.

6.2.7 All decorations must be flameproof in accordance with the State Fire Code. In arranging decorations, nails and other material harmful to the finish of the building shall not be used.

6.2.8 Setup of the room must be arranged with the custodian. There will be no activities performed which have the potential to put undue stress to carpets, such as dances, races, etc. Furniture must not be moved by anyone but the custodial staff in order to prevent damage to the carpet. The moveable wall that separates the Earle Mountain Room and the Small Room at the Town Hall must not be moved by anyone but one of the custodians. In the case of damage over and above normal wear, the group shall be responsible for reimbursement to repair the damage.

6.2.9 A \$50.00 cleaning fee will be assessed to groups which leave the room in a condition which is less than clean after use.

6.2.10 Each room has been arranged for a maximum number of people allowed in each room according to fire code and safety regulations. This is strictly enforced.

7.0 Procedure

Applicants requesting to use town-owned buildings for meetings are required to fill out the Building Use Form available at the Town Hall reception desk and pay the applicable fees. Applications and fees must be turned into the Town designee no less than four weeks prior to the requested event. Should two or more applicants request the same day(s) preference shall be give to events sponsored by the Town. The Board of Selectmen or their designee reserves the right to reject any and all requests.

8.0 Use Fees

The fee schedule as attached is subject to change.

9.0 Liability

The Town of Eastham assumes no liability either for injuries to persons who are on town premises or damage to any equipment. The holder of a permit to use the town facilities agrees to accept all equipment and property as is and waives any and all claims against the Eastham Board of Selectmen, its members, employees and agents for any injury, accident, illness, expense of claim of any kind whether to persons or to property which may occur as a result of the use town facilities by said holder or by others under its express, implied or apparent authority. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless, the Board of Selectmen, its members, employees and agents for any and all damage to the buildings, equipment or other property arising out of the use of town facilities by the said holder or by others under its express, implied, or apparent authority. The above waiver, assumption of liability, and indemnification shall be effective and binding, notwithstanding that the condition of the facilities may have caused or contributed to the injury, damage, expense, or claim.

10.0 Effective

This policy is effective as of September 7, 2011.

This policy was adopted by the Board of Selectmen on September 7, 2011.