

*Draft*

## LAMOINE TOWN HALL USE POLICY AND GUIDELINES

### Policy:

It shall be the policy of the Lamoine Board of Selectmen, that the Town Hall will be made available to responsible individuals, clubs, groups and organizations when not required by the Town for its own sanctioned programs. Uses may include but not be limited to meetings, information workshops and other public service related functions.

**The Town of Lamoine retains the exclusive right to make necessary decisions regarding schedule changes and the acceptance, refusal or withdrawal of permission for use of the facility at its own discretion.**

### Priority Use of the Facility:

The availability of The Lamoine Town Hall shall be determined only after all municipal government meetings and functions have been scheduled, including but not limited to Board of Selectmen, Town appointed committees, Department related functions and sponsored programs, School Committee meetings, functions, and activities as well as any other government level functions and activities.

The immediate secondary priority use of the Hall shall be for Town of Lamoine community programs including any Town of Lamoine based organizations or residents.

Individuals and organizations from outside the Town of Lamoine shall be afforded the use of the Town Hall only after it has been determined that the rental and use would not conflict with any of the above.

### Scheduling:

Interested parties may schedule for the use of the Town Hall through the Town Offices at 606 Douglas Highway, Lamoine, ME 04605 - (207) 667-2242. In all instances the requesting party must complete all of the necessary rental forms, provide for the necessary insurance and make the required rental fee and security deposit before any approval is granted.

### Use Guidelines:

The following guidelines shall be followed by any rental user. Failure to abide by these guidelines shall be cause for future denial of rental to that renter or their entity.

-Arrangements for early access must be made with the Town at least 72 hours in advance of the scheduled rental excluding weekends and holidays.

-The maximum occupancy for any rental is governed by the Fire Chief and the NFPA Life Safety Codes. The maximum number of people permitted shall not exceed 40.

-The renter must provide their own supplies, materials, service and eating items, though they will be able to use any existing tables and chairs.

-No alcoholic beverages are permitted on the municipal property or within the building. There is no smoking in the building.

-The use of weapons, open flames including candles (unless prior approval from the Fire Chief is granted) or other incendiary devices and effects are prohibited from the facility.

-All entrances and exits must not be blocked by any of the activities conducted by the renter or their entity.

-Users may not affix any decorations and the like to the walls of the rented facility. Anything taped to the windows must be with masking tape only.

-Except for service animals assisting persons with disabilities and during rabies shots clinics conducted by a licensed veterinarian, no animals are permitted in the building.

-The rented space must be picked up, trash placed in receptacles and all tables and chairs returned to their proper storage, all lights, fans and other items properly turned off. If town staff has to complete this task, there will be a charge against the security deposit.

-Please report to the Town Offices anything that was not properly working or was broken before the event began, or became unworkable during the event. This includes spillage on the rugs or floors. If stains occur, the Town will have a commercial cleaner work to remove the stain, and there will be a charge against the security deposit.

-A lack of respect by the user or their group may be cause for the denial of a future use of the building.

#### Insurance Certificate:

Within three (3) days of scheduling, the renter will have to provide the Town with a certificate of insurance covering their activity, all participants and have the Town of Lamoine named as additionally insured. Alternately, the renter may sign a town provided indemnity agreement. If a certificate or signed indemnity agreement is not provided within the time frame, the Town will not hold the date requested and it will return the security deposit and rental fee.

Rental Fee and Security Deposit:

The following fees and deposits shall apply to users who are not affiliated with or sponsored Lamoine Town Government or its boards or committees:

Less than 3 hours/deposit  
\$25.00 plus \$25.00

More than 3 hours/deposit  
\$50.00 plus \$50.00

Other Costs:

-If additional custodial or administrative services are required during the event or as a result of the event the renter shall be charged at a rate of \$20.00 per hour for a minimum of two hours and for all hours there after. A partial hour shall be considered a full hour.

Cancellation Policy:

The scheduled event may be cancelled at any time by the original applicant up to the morning before the event for a full refund. If the cancellation occurs within four hours of the event, then a flat charge of \$25.00 shall be charged to cover the cost of personnel used to prepare the building for the rental.

Policy Review:

The Town of Lamoine may revisit this policy from time to time, make revisions as it sees necessary and may cancel this policy if it is determined not to be in the long term best interest of the Town of Lamoine including but not limited to damage, destruction and rapid deterioration of the Town Hall.

Point of Contact:

Persons wishing to enter rental agreements shall make such arrangements through the Administrative Assistant to the Board of Selectmen at the above address and telephone number. The Town shall provide prospective renters with an application form identifying the organization name, contact name and phone number, mailing address, date and time of event and a description of the proposed use at a minimum. The town will also provide an indemnification agreement form in lieu of insurance to the proposed renter.

***(Updated February 27, 2008)***