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### **Town of Concord Facilities Use Policy**

Local organizations and community groups may utilize the Town Facilities for meetings, activities and special events in accordance with the requirements set below. Reservations are required for each activity and all applications will be on first come first served basis. There will be no multi use agreements and the approved user may not enter into any sublease agreements with a third party. Each organization or group will appoint one person who will act as an agent for the user and who must accept full responsibility for the user. This person must be present at the event or activity and ensure that everyone present follows the rules and is responsible. At the discretion of the Selectboard or authorizing person, additional supervision may be requested and must be provided by the user or clean-up, closing and locking all windows and doors, and turning down the thermostat.

**General Provisions of Use Applicable to All Facilities:** The organization or group must ensure that all activities will be orderly and lawful and not of a nature to incite others to disorder. The user will be liable for any and all damages resulting from improper activities or damage to the facility or equipment. Any activity for individuals under 21 must have adult supervision on the basis of one adult for every 15 young people. It is the user's responsibility to remove all property, materials, equipment, rubbish, etc. immediately at the end of each function, anything remaining after the event will be disposed of and will forfeit the clean-up deposit, no exceptions. No activity shall last later than 11:00pm.

**Town Hall Provisions:** Maximum occupancy in Town Buildings allowed by the State Fire Marshall at this time is 121 people in the Town Hall. Furnishings may be loaned out or to be removed from the building at the discretion of the Selectboard. There are to be NO staples, tacks or nails, tape, etc. used on any surfaces in the building and no decorations are to be hung from the lights or curtains. NO open flames (candles, lighters, sparklers, etc.) and the use of alcoholic beverages on the premises are prohibited. Particular care is to be exercised when moving objects not to hit the doors or walls, and they must be lifted and not dragged on the floor. Floors must be swept after each function. NO smoking in or around the building.

The attached application and agreement form must be completed and is not final until acceptance and receipt of the required deposit and fees. Use of the facilities may be revoked at any time for failure to abide by the rules and procedures as described herein. A calendar of scheduled use of the buildings and/or property shall be maintained by the Selectboard or its designee.

Evidence of Insurance may be required at the discretion of the Selectboard.

**User Fees:** Miles Pond Pavilion: \$100.00 per day for Concord residents and \$200.00 per day for non-residents. Other Town property \$100.00 per day for Concord residents and \$200.00 per day for non-residents. A \$50.00 deposit is required at the time the application is sign and may be refunded if all Provision of Use are satisfactorily adhered to. Fees may be waived or refunded at the discretion of the Selectboard.

The Town of Concord does not assume any liability for the acts of any organization or group using the Town Hall and or other Town facilities. The Selectboard shall be solely responsible for establishing criteria and granting the use of the Town Hall or other Town facilities. This policy is subject to change at the discretion of the Selectboard.

**Approved by the Town of Concord Selectboard on the 17<sup>th</sup> day of May, 2012.**

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George Morehouse-Chairman

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Harold Lunnie

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Chris Fournier

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Bill Humphrey

This policy is subject to change at the discretion of the Selectboard.

**HISTORY RECORD**

Adopted: August 6<sup>th</sup>, 2009

Amended: May 17<sup>th</sup>, 2012

Amended: April 1<sup>st</sup>, 2014