

## Town Hall Use Policy

### Purpose

The upstairs of the Poland Town Hall is a multi-purpose space designed to serve as a meeting hall and a community building. The aim of this policy is to regulate its use to ensure maximum benefit to the people of Poland.

### Acceptable Uses and Priority of Use

The Town Hall is available for use by any resident, non-resident or organization by reservation.

### **Priority Use:**

- Town of Poland Municipal use takes priority over any other use. If a town function, such as public hearing or special election is required, it may require user(s) on those date(s) to reschedule. The town will make every attempt to work around existing reservations.
- All other reservations are on a first come first serve basis.
- Below you will find a fee schedule by “type of sponsor”.

### **Reservations:**

- A minimum two-week notice is recommended.
- When making a reservation, the following information will need to be provided; Sponsor, contact information, date, time (including set-up and clean-up if applicable), type of activity and type of user (A, B, C1, C2, D, E).
- Only one group / function will be permitted to utilize the Town Hall at any one time. A maximum building capacity of 200 people is applicable to all events.

The “sponsor” of the function must be 21 years of age, must sign a rental agreement form and will be held personally liable for any damage that may occur due to the group’s reckless or negligent use of the building.

Advanced non-refundable deposit of \$50.00 is required payable to: “Town of Poland” to secure a reservation.

### **Payment will generally include:**

- A refundable key deposit of \$15.00.
- A refundable cleaning deposit of \$75.00.
- Cost per hour based on “type of user”.

The per hour costs for the rental of the Town Hall includes set up and breakdown time. There is a two-hour minimum fee.

- All fees must be paid in full at least 72 hours prior to utilizing the space.

**Key Deposit:** A \$15 key deposit is required in advance of the event for those noted activities. If a key is lost or not returned within 48 hours after the event, the deposit will not be returned. The key cannot be duplicated. The Androscoggin Sheriff's Department may be called upon to recover keys that have not been returned.

**Cleaning Deposit:** A \$75 cleaning deposit is required in advance of the event for those noted activities. The deposit will be returned to the person making the reservation if the facility is brought back to its original condition of cleanliness. Any damage to the building or its contents will require full restitution in the amount determined by the Board of Selectmen or its agent.

Deposits will be refunded within 3 weeks following the event.

The facility key will be available at the Recreation office during normal business hours. The key can be picked up and returned at an agreed upon time.

**The following schedule of fees apply:**

**A) Formally Recognized School and Municipal Activities:**

- No fees, no deposits.
- The sponsor will be liable for any damage to the building or grounds.
- An adult at least age 21 must be present while the facility is in use.

**B) Non-Profit Civic Organizations (Residential & Non-Residential):**

- Cleaning Deposit of \$75 required
- Key Deposit \$15 required
- Rental Fee: \$15.00 / hour; \$30.00 minimum
- The sponsor will be liable for any damage to the building or grounds.
- An adult at least age 21 must be present while the facility is in use.
- Certificate of Insurance is required.

**C) Private Individuals (Birthdays, Weddings, Receptions, Reunions, etc.):**

**A. Residents**

- Cleaning Deposit of \$75 required
- Key Deposit \$15 required
- Rental Fee - Residents – \$25.00 / hour; \$50.00 minimum
- The sponsor will be liable for any damage to the building or grounds.
- The sponsor must be present while the facility is in use.
- Certificate of Insurance is recommended.

**B. Non-Residents**

- Cleaning Deposit of \$75 - required
- Key Deposit \$15 - required
- Rental Fee – Non-Residents – \$40.00 / hour; \$80.00 minimum
- The sponsor will be liable for any damage to the building or grounds.
- The sponsor must be present while the facility is in use.
- Certificate of Insurance is recommended.

**D) Profit-Making Organizations and Individuals (Commercial shows, fairs, organizations)**

**using the facility for profit-making purposes):**

- Cleaning Deposit of \$75 required
- Key Deposit \$15 required
- Rental fee: \$50.00 / Hour; \$100.00 minimum
- The sponsor will be liable for any damage to the building or grounds.
- The sponsor must be present while the facility is in use.
- Certificate of Insurance is required.

**E) Profit-Making Organizations and Individuals providing an all day training:**

- Cleaning Deposit of \$75 required
- Rental fee: \$250.00 / Day
- The sponsor will be liable for any damage to the building or grounds.
- The sponsor must be present while the facility is in use.
- Certificate of Insurance is required.

**THE ABOVE FEES ARE THE STANDARD MINIMUM FEES FOR EVENTS PLACING NORMAL WEAR AND TEAR ON THE FACILITY. THE BOARD OF SELECTMEN RESERVES THE RIGHT TO ALTER THESE FEES IF THEY FEEL THAT THERE ARE SPECIAL CIRCUMSTANCES WARRANTING A CHANGE IN FEE STRUCTURE.**

**General Regulations**

- The building will be secured at 10PM (including breakdown of decorations) unless other arrangements are made in writing before the event.
- No set up may begin before 6:00 AM
- The activity shall not extend beyond the hours approved in the request.
- Activities shall be restricted to the area for which permission is granted.
- The organization using the facility shall be responsible for moving its equipment, material and supplies into and out of the facility.
- All tables and chairs must be collapsed and returned to their storage areas.
- The facility will be carefully examined after use. The applicant will promptly reimburse the Town for any loss or damage occurring as a result of the use of the facility.
- If custodial assistance is needed, as determined by the administration, a charge will be assessed and must be paid in advance with the other fees.
- No town owned property or equipment is to be altered or removed from the premises.
- No decorations or materials will be attached to the walls; floor or ceiling in any manner which damages the building or is permanent in nature. All decorations, including tape will be removed from all walls, floors, tables and chairs.
- No reservation will be considered secured until the Town's administrative official approves the reservation and has received a non-refundable deposit.

**TOWN OF POLAND**

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- Payment in full is required at least 72 hours in advance in order to utilize the facility.
- The applicant will be required to sign off on a facility checklist prior to use.

**Alcoholic Beverages/Smoking** -The selling of alcoholic beverages is not permitted without a permit from the Board of Selectmen and the use of a Liquor licensed caterer is being used.

If a person or organization wishes to serve alcoholic beverages at its function, the following requirements must be fulfilled before the request can be approved:

1. A copy of an insurance policy must be provided which names the Town as an insured party. The Town recommends a Tenant User Liability Insurance Policy (TULIP) that is easily accessible through Maine Municipal Association at a nominal fee.
2. The person/group must hire and pay for an off-duty officer to be present at the function at all times. The Board of Selectmen reserves the right to require additional officers, if it feels they are warranted.

Smoking is not permitted in the building nor within 25' of any entryway.

**Tables Rental (See Table Rental Agreement)**

Tables may be rented on a per unit basis at the following rates: 6' or 8' plastic banquet Tables - \$3.00 each

**Contact Information**

Emergency Issues: Contact "911"

Non-Emergency police related matters, we recommend calling the Androscoggin Sheriff's office @ 784-7361.

Facility Issues: Contact Scott Segal @ 838-8632 Or Brian Kimball @ 240-4813.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Board of Selectmen

\_\_\_\_\_  
Stephen E. Robinson, Chairperson

\_\_\_\_\_  
Janice A. Kimball, Vice Chairperson

\_\_\_\_\_  
Walter J. Gallagher

\_\_\_\_\_  
Stanley L. Tetenman

\_\_\_\_\_  
James G. Walker, Jr.

# Town Hall General Use

- (1) The thermostat is on a timer; it can be manually increased or decreased if necessary.
- (2) Make sure all doors and windows are locked after use.
- (3) Make sure lights are off in all rooms of the building.
- (4) Return anything you used back to its original place.
- (5) Place trash bag(s) in lobby....Maintenance will take care of it on Monday.
- (6) No one should be utilizing the stage, unless the function requires use of the stage.
- (7) If the smoke alarm system sounds or the sprinkler system turns on; your group must evacuate the building. Evacuate to the Old School House.

Make sure to take a head count to verify all persons have evacuated.

If the smoke alarm or sprinkler system malfunctions, the Facility Manager will be contacted by the monitoring company. Recommend calling the Facility Manager, Scott Segal just in case @ 838-8632 or Maintenance staff, Brian Kimball @ 240-4813.

- (8) Place key in drop box @ Recreation office if required following your event.

**In case of emergency, please exit nearest safe route  
and call “911”**

**If there is a facility concern, please call  
Scott Segal @ 838-8632 or Brian Kimball @ 240-4813.**

# Poland Town Hall Rental Form

Date of Application: \_\_\_\_\_ Name of Applicant (Sponsor): \_\_\_\_\_

Applicant's Age: \_\_\_\_\_ Applicant Home Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Name of Group / Function Type: \_\_\_\_\_

Date(s) of Usage Requested: \_\_\_\_\_

Event Time / Duration (Including set-up and clean-up) \_\_\_\_\_

Expected Attendance # \_\_\_\_\_ Alcohol Served / Sold? (Yes or No) \_\_\_\_\_

As the event sponsor, and being of 21 years of age or more, I hereby certify that I may be held solely responsible for ensuring adherence to the rental rules, the activities that take place by my guests and for any and all damage to property as a consequence of my rental of the Poland Town Hall. I agree to promptly compensate the Town for any damages, beyond normal wear and tear, caused by my rental and / or guests. I certify that I have read all the rules of rental and have had adequate instruction about use of the facility.

\_\_\_\_\_  
Name of Event Sponsor

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed

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## For Use by Office Staff Only

User Type (A, B, C1, C2, D, E): \_\_\_\_\_ Dates / Times \_\_\_\_\_

**Deposit =** \$ \_\_\_\_\_

**Key Deposit =** \$ \_\_\_\_\_

**Cleaning Deposit =** \$ \_\_\_\_\_

**User Fee =** \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

**Permit / Caterer Required:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Security Required:** YES \_\_\_\_\_ NO \_\_\_\_\_

**TULIP Policy Required:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Certificate of Insurance Required:** YES \_\_\_\_\_ NO \_\_\_\_\_

