

Town of West Newbury

Policy on Rental of Town Facilities

Policy Statement

Subject to availability, consistent with the needs of the Town and request of the public, and at the discretion of the Board of Selectmen, the following facilities are available for use/rental to non-profit and commercial groups or individuals for meetings or programs of an educational, informational or cultural nature, or other events as approved by the Selectmen.

1910 Building First Floor Hearing Room
1910 Building Second Floor Hearing Room
Annex
Town Hall
Parks and Recreation Building
Mill Pond Recreation Building - Managed by Mill Pond Committee
Pipestave Hill Equestrian Area - Managed by Mill Pond Committee
Athletic Playing Fields – Managed by Parks and Recreation Commissioners
Bandstand
Meeting Room, Public Safety Building – Scheduled by Public Safety personnel

Policy Description

- I. Reservations
Reservations may be made in person or by mail. An authorized representative of the group or organization must complete a reservation form in advance. The fee schedule and forms are available in the Town Clerk's Office. The individual signing the form will be responsible for the conduct of the group and the protection of the Town property.

The use of any of the above mentioned facilities for municipal purposes will take precedence over all other reservations. If the Town cancels a reservation, every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee has been paid in advance.

- II. Insurance
The organization's representative or the individual requesting the space will be required to sign an indemnification agreement with the Town of West Newbury for a scheduled event. **A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided as proof of said policy.** (For town residents for birthday parties, fundraisers, showers, etc. at the discretion of the Selectmen, insurance requirement may be waived.) If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability policy.

The Town is not responsible for the loss or damage to any person or the property of any user, or of any individual attending the event.

Smoking and candles are prohibited in all public buildings.

III. Fees

The Board of Selectmen shall establish a Schedule of Rental Fees for Town facilities. All fees are payable in advance. The Selectmen may waive any rental fee at their discretion.

Private, For Profit and Political Groups:

Rental Fee plus Custodial/Maintenance Fee

Non-Profit Charitable Groups:

No Rental Fee or Custodial/Maintenance Fee

SCHEDULE OF RENTAL FEES

1910 Building First Floor Hearing Room		\$ 35.00/half day 50.00/full day
1910 Building Second Floor Hearing Room		10.00
Annex		50.00
Town Hall		50.00
Parks and Recreation Building		25.00
Meeting Room, Public Safety Building		35.00
Athletic Playing Fields	(per season/sport, as determined by the Parks and Recreation Commissioners)	
Bandstand		<hr/> 25.00
Mill Pond Building:	Non West Newbury Business	100.00
	West Newbury Business	75.00
	Non West Newbury Non-Profit	75.00
	West Newbury Non-Profit	50.00
Pipestave Riding Rings:	One Ring	100.00
	Two Rings	150.00
	Organized Trail Rides	100.00
Custodial/Maintenance Fees		20.00/hour

REQUEST FOR USE OF FACILITIES

Organization or Group: _____

Person Making Reservation _____

Mailing Address _____

Phone: _____ e-mail: _____

Event Date & Time: _____

Check Appropriate Block: Fund Raising Group Commercial In-Town
 Residential Non-Profit Other Commercial Out-of-Town

Facility Requested:

<input type="checkbox"/> 1910 Bldg Hearing Room (1)	<input type="checkbox"/> Annex	<input type="checkbox"/> Town Hall
<input type="checkbox"/> 1910 Bldg Hearing Room (2)	<input type="checkbox"/> Bandstand	<input type="checkbox"/> Meeting Rm., Public
<input type="checkbox"/> Mill Pond Recreation Bldg	<input type="checkbox"/> Parks & Rec. Bldg	<input type="checkbox"/> Safety Complex
<input type="checkbox"/> Cammett Concession stand	<input type="checkbox"/> Athletic Playing Fields**	Fee Paid
	<input type="checkbox"/> Pipestave Equest. Area	or Waived _____

TERMS AND CONDITIONS OF USE:

1. No open flames, i.e. candles, torches, etc. (Chafing trays with Sterno **are** allowed.);
2. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances;
3. All decorations must be fire resistant;
4. No live trees or shrubs allowed, including Christmas trees;
5. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits;
6. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative) may be required.
Fee 18.05/hr.
7. **No fog machines or fake smoke machines allowed.**
8. **Type of entertainment and equipment to be used must be named and listed here.** _____

_____ (use extra page if needed)

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH. 978-363-1100, x. 118

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury for a scheduled event. **A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided before the date of the event as proof of said policy.** If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

**** FIELDS RENTAL:** Must have prior approval by the Parks and Rec Commissioners which sets the rental fee. Payment by check (to: Town of West Newbury) or cash must be received in the Town Clerk's Office, and a Certificate of Insurance must be received in the Selectmen's Office prior to the date requested to use the fields. (See above for details.)

Indemnification Agreement: I/We, _____ (group), agree to pay for any damage to the facility incurred by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we

(over)

hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

Chief of Police's Signature: _____ **Date:** _____

Requests and comments:

Fire Chief's Signature: _____ **Date:** _____

Requests and comments:

Approval granted if signed here by Selectmen:
