

Danville Town Hall Use Policy

Local organizations and community groups may utilize the Town Hall auditorium and meeting room after regular office hours 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 a 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. A person knowledgeable of the building and approved by the Selectboard, or their representative, must be on duty at all times to supervise the building use, when the auditorium is being used for public functions. At the discretion of the Selectboard or authorizing person, for some events additional supervision may be requested and must be provided by the user. 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 for clean up, closing and locking all windows and doors, and turning down the thermostat.

Provisions of Use: The organization or group must ensure that all activities will be orderly and lawful and not of a nature to incite others to disorder, and provide reasonable security arrangements appropriate for the activity. The user will be liable for any and all damages resulting from improper activities or damage to the building or equipment. There are to be **NO staples, tacks or nails, tape, etc used on any surfaces** in the building and **no decorations to be hung from the lights or sprinklers.** There is to be **NO smoking** in or around the building, **NO open flames** (candles, lighters, sparklers, etc) and the use of alcoholic beverages on the premises are prohibited. Any activity for individuals under 21 must have adult supervision on the basis of one adult for every 15 young persons. **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!** It is the users responsibility to remove all property, materials, equipment, rubbish, etc. and sweep and clean the floor immediately at the end of each function; anything remaining after 12 hrs will be disposed of and will forfeit the clean-up deposit, no exceptions. No activity shall last later than 11 PM. Maximum occupancy allowed by the State Fire Marshall at this time is **121 people in the auditorium** and **50 people in the meeting room.** No furnishings will be loaned out or to be removed from the building.

A usage fee of \$100 /day for residents or \$200/ day for nonresidents will be charged for the Auditorium and \$50 /day for residents or \$75 /day for nonresidents for the Meeting Room, including any setup and rehearsal time. A \$100.00 refundable cleanup fee and a \$20/ day winter heat fee is required for the auditorium. An additional fee of \$20/ hr is required for a public function requiring building supervision. Certain local civic groups may not be charged for use. 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. The Town Clerk or the Town Administrator is authorized to approve use requests. A calendar of scheduled use of the building shall be maintained in the Town Clerks office.

The Town of Danville does not assume any liability for the acts of any organization or group using the Town Hall facilities. The Selectboard shall be solely responsible for establishing criteria and granting the use of the town hall facilities. Policy as amended, Approved by the Selectboard on May 17, 2007.

Michael K Walsh

Marion E Sevigny

Douglas R Pastula

Denise Briggs

Marvin J Withers

(This policy is subject to change at the discretion of the Selectboard)

Town of Danville
Town Hall Auditorium Use Application

Name of Organization or Group

Address

Authorized Agent of user

Phone Number

_____ to _____
Date and Hours of Room use

Hall Fee _____

Cleanup deposit \$100 _____

Approved Staff Person

Fee (\$20.00/hr) _____

Total \$ _____

Please describe the proposed event for the room and any apparatus that will be brought in

I have read the Town Hall Building use policy and I agree to ensure that my organization or group and everyone present will abide by these rules. I understand that the Town of Danville will accept no liability for acts of the person, organization or group using the Town Hall facilities and I hereby guarantee payment for any damage caused to the building or furnishings during the use of the facility. I will be present at the event and will insure that the hall is cleaned, all rubbish and materials removed, tables and chairs returned to storage, and the hall returned to its original appearance. No activity shall last later than 11PM. Use of the facilities may be refused or revoked at any time for failure to abide by the rules and procedures as described herein.

Signature

Date of Application

Approved: _____ \$ _____ Total Received by _____ Date: _____

Special Conditions: _____

