

## **TOWN OF CORINTH, VERMONT TOWN HALL USE POLICY**

It is a general policy of the Town of Corinth to make the Town Hall available for use as much as possible by residents and members of the general public. This use policy is intended to help ensure that the Town Hall will be well maintained, enjoyable, and accommodating; that it will provide a safe environment; and that the Town will be fair and consistent with all parties wishing to use the facility. It is also the intent of this policy that use of the Town Hall not impose an undue financial burden on the Town.

**FACILITIES TO WHICH THIS POLICY APPLIES.** This policy shall apply to use of the two meeting rooms, kitchen, and rest rooms on the first floor of the Town Hall. The office spaces occupied by the Town Clerk, Treasurer, and Listers are not available for use by other than Town government entities for official purposes.

**PRIORITY OF USE.** When the facilities are not being utilized for Town business by Town staff (paid or volunteer), boards, commissions and committees, the facilities will be available for use by Town-wide organizations, Town-sponsored groups and activities, and private events.

### **1. Town-Wide Organizations.**

These include the Corinth Historical Society, the Corinth Volunteer Fire Department, the Blake Memorial Library, and residents holding events open to the public free or for a fee (for example, fundraisers). Questions as to whether an organization qualifies as such a group for purposes of using the Town Hall will be resolved by the Selectmen.

The Town will not charge rent, and the event will be covered by the Town's liability insurance.

### **2. Town-Sponsored Activities.**

These include classes conducted by independent contractors who charge a fee, or by groups or individuals who offer classes, exhibits, etc., for profit. Such classes or activities must be available to all residents of the Town.

The Town will require payment by the class leader or program sponsor of a rental fee, based on the hours the facilities are used. The event(s) will be covered by the Town's liability insurance.

### **3. Private Events.**

These include events not open to the general public, including private parties limited to invitees or the membership of an organization, family reunions, wedding and funeral receptions, etc.

The Town welcomes use of the Town Hall for private events, with priority given to Town residents. The Town requires that a member of the group serve as a sponsor who provides the Town evidence of general comprehensive liability insurance in the amount of \$500,000 to cover the event. Typically, this insurance is a part of a homeowner's or renter's insurance policy, and the requirement can be met by providing the Town with a certificate of coverage that lists the Town as a co-insured. If the sponsor does not already have such insurance, an event-specific Tenant User Liability Insurance Policy (TULIP) can be purchased from insurance providers.

Except for funeral receptions, there will be a rental fee for use of the facility, as well as a refundable security deposit.

**PROHIBITIONS.** The following are strictly prohibited at the facilities:

- Smoking;
- Open flames in any form;
- Sale of alcohol, unless by a fully insured caterer or bartender.

**OCCUPANCY.** Occupancy of the facilities will be limited to 125 persons or such other capacity as determined by the State Fire Marshal.

**FACILITY RENTAL AGREEMENT.** For each event, all non-governmental users must execute a Facility Rental Agreement, as attached hereto as a supplement to this policy.

**OBLIGATIONS OF USERS.** Users must return the facilities in a neat, orderly and clean condition, as specified in the Facility Rental Agreement, after their use. Users will be responsible, and liable to the Town, for all repairs to the facilities required as a result of damage caused by users.

**ADMINISTRATION AND FEES.** This policy will be implemented by the Town Clerk, or such other official as the Selectmen may designate from time to time. Rental fees, where applicable, will be as specified in the Facility Rental Agreement and may be revised from time to time. These fees are intended to reimburse the Town for the additional costs of utilities and maintenance incurred by renting the facilities.

**EFFECTIVE DATE.** This policy is effective as of January 1, 2014, and supersedes all previous versions.

Adopted by the Board of Selectmen on December 17, 2013:

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