

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 Town Manager, the following facilities are available for use/rental to non-profit and commercial groups or individuals for meets or programs of an educational, informational or cultural nature, or other events as approved by the Town Manager.

1910 Building Second Floor Hearing Room
1910 Building Second Floor Small Meeting Room
Annex
Town Hall (across from the library)
Bandstand
Mill Pond Recreation Building – with approval from the Mill Pond Committee
Pipestave Equestrian Area – with approval from Mill Pond Committee
Pipestave Athletic Playing Fields – with approval from Parks and Rec Commissioners

Policy Description

I. Reservations

Reservations may be made in person or by mail/email. Please contact the Residents Administrator at 978-363-1100 x113 to determine availability of the facility. An authorized representative of the group or organization must complete a request for use of facility form outlining all event details. The fee schedule and forms are available in the Town Manager's Office or online at www.wnewbury.org/town-manager. 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 resident events, at the discretion of the Town Manager, insurance requirement may be waived upon advance approval by the Board of Selectmen.)

If alcohol is being served, subject to a separate approval by the Board of Selectmen of a one-day liquor license, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability policy.

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos are allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required at the then-current hourly fee.
8. No fog machines or fake smoke machines allowed.
9. No helium balloons allowed in the Annex.
10. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen

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.

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.

III. Fees

The Board of Selectmen shall establish a schedule of rental fees for town facilities. All fees are payable in advance. The Board of 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 for use of a facility up to six (6) times per calendar year. Non-profit organizations or groups that request to use a town facility more than six (6) times per year and requesting to waive the fee, must receive approval from the Board of Selectmen at a scheduled meeting.

SCHEDULE OF RENTAL FEES

1910 Building Second Floor Hearing Room – Resident	\$10.00/half day \$20.00/full day
Non-Resident	\$20.00/half day \$40.00/full day
1910 Building Second Floor Small Meeting Room – Resident	\$10.00/half day \$20.00/full day
Annex - Resident	\$120.00
Non-Resident	\$180.00
Town Hall – Resident	\$120.00
Non-Resident	\$180.00
Athletic Playing Fields (per season/sport as determined by the Parks and Recreation Commissioners)	
Bandstand – Resident and Non-Resident	\$ 25.00
Mill Pond Building – Resident or Non-Profit	\$ 75.00
Non-Resident or Business	\$150.00
Pipestave Riding Rings – Resident	<i>(To be determined)</i>

REQUEST FOR USE OF FACILITIES

Organization or Group _____

Person Making Reservation _____

Mailing Address _____

Phone _____ e-mail _____

Event Date: _____ Start Time _____ End Time _____

Summary of Event _____

Number of Attendees _____

Event Details: *Please be specific* i.e. alcohol*, music, food – _____

If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000), see page 2.

Check Appropriate Block:

_____ Fund Raising Group	_____ Commercial In-Town	_____ Resident
_____ Non-Profit	_____ Commercial Out-of-Town	_____ Other

Facility Requested:

_____ 1910 Bldg Hearing Room (1)	_____ Pipestave Equest. Area**	_____ Other
_____ 1910 Bldg Hearing Room (2)	_____ Athletic Playing Fields*	
_____ Town Hall- (across from Library)	_____ Mill Pond Rec Bldg**	
_____ Annex	_____ Bandstand	

_____ **Fee Paid by Check/Cash** _____

_____ **Fee Waived**

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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

Name: _____

Event: _____

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.

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

****MILL POND RECREATION BUILDING AND PIPESTAVE EQUESTRIAN AREA:** Must have prior approval by the Mill Pond Committee.

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

Individually/Authorized Signature for Group

Date

Parks & Rec Committee or Mill Pond Committee

Signature (if applicable): _____

Date: _____

Requests and comments:

Chief of Police

Signature: _____

Date: _____

Requests and comments:

Fire Chief

Signature: _____

Date: _____

Requests and comments:

Approval granted if signed here by Town Manager:

Date: _____

Requests and comments: