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.
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

<table>
<thead>
<tr>
<th>Location</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1910 Building Second Floor Hearing Room – Resident</td>
<td>$10.00/half day</td>
<td>$20.00/full day</td>
</tr>
<tr>
<td></td>
<td>$20.00/half day</td>
<td>$40.00/full day</td>
</tr>
<tr>
<td>1910 Building Second Floor Small Meeting Room –</td>
<td>$10.00/half day</td>
<td>1910 Building Second Floor Small Meeting Room –</td>
</tr>
<tr>
<td>Resident</td>
<td>$20.00/full day</td>
<td>Resident</td>
</tr>
<tr>
<td>Annex</td>
<td>$120.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Town Hall</td>
<td>$120.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Mill Pond Building –</td>
<td>$120.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Bandstand – Resident and Non-Resident</td>
<td>$25.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Mill Pond Building – Non-Resident or Business</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Pipestave Riding Rings – Resident</td>
<td></td>
<td>(To be determined)</td>
</tr>
</tbody>
</table>

**Athletic Playing Fields**
(per season/sport as determined by the Parks and Recreation Commissioners)
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

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 sterno 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. No helium balloons allowed in the Annex.

9. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the
   Board of Selectmen.

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

~ Continued on other side ~
**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: