

# POLICY AND PROCEDURE FOR USE OF THE ASHFIELD TOWN HALL

as revised by the Town Hall Building Committee, Town Hall Steward, and the Ashfield Select Board  
This revised policy and procedure was approved by the Ashfield Select Board at their meeting on 4 January 2016.

**Please read all parts of this application carefully, as it has been updated as of September 2016. There are several changes from earlier versions of this application.**

## APPLICATION PROCEDURE

1. **Contact the Town Hall Steward** at [townhallsteward@ashfield.org](mailto:townhallsteward@ashfield.org) or by phone to the office of the Assistant Municipal Clerk (628-4441, Ext. 3) to discuss possible dates and conditions for use of the building.
2. **Meet with the Town Hall Steward** to go over the requirements with him and then initial each item on pages 5, 6, and 7. Determine with him the anticipated fees, including Security Deposit and Key Rental, and fill in the column on page 2. Record this meeting date on page 5 and have it signed by the Town Hall Steward.
3. Complete the Application for Use of the Town Hall – see pages 2, 3, 4, 5, 6, and 7. All requests for use of the building must be in writing. Permission for use of the Town Hall is granted by the Select Board.
4. Read the insurance requirements on page 4 of this application and sign. Provide a Certificate of Insurance Coverage that names the Town of Ashfield as an Additional Insured for the dates of use. Sign the Hold Harmless/Indemnification Agreement.
5. Notify both the Police Chief and Fire Chief. Have each one sign, with date, on page 3 of this application.
6. Give two checks to the Assistant Municipal Clerk, each made out to the Town of Ashfield. One check is for the Rental Fee, the Town Hall Steward Fee, and the \$50 payment to the Town Hall Restoration Fund. The second check is \$125 for the Security Deposit (for any additional fees which may apply), and the Key Deposit.
7. Submit the completed application (pages 2, 3, 4, 5, 6, 7, 8), certificate of insurance coverage, and proof of payment of fees to the Assistant Municipal Clerk, and a copy for the Town Hall Steward's box. This must be done in time for a Select Board meeting scheduled at least two weeks prior to the requested activity date. The applicant is responsible for ascertaining the date of the Select Board meeting and the date when the agenda for that meeting is to be posted.
8. The application will be presented to the Select Board for approval at the meeting for which it is posted. The Select Board may request a review by the Fire Chief or Police Chief. The Select Board reserves the right to deny an application, if the Board determines it is not an appropriate use of the building.
9. The Town Hall Steward will notify the applicant of approval or denial, and any additional requirements deemed necessary by the Select Board.
10. Upon approval, the applicant will receive a key to the building, or make arrangements with the Town Hall Steward to open the building. After each day of preparation/rehearsal, or of the event, the Town Hall Steward will inspect the condition of the building. After the final inspection and the Town Hall Steward's approval or denial, the security deposit and key deposit will be refunded or adjusted, **according to the condition in which the building was left.**
11. **FIRE SAFETY INSPECTION:** The applicant is responsible for arranging a safety inspection by the Fire Chief of the rental space 3 to 5 days prior to the event/rehearsal/preparation day to verify that all exits are clear, that all exit and emergency lights are in working order and lit, and that any decorations or other embellishments in use comply with the State Fire Code. **Return the signature sheet (see page 9) to the Town Hall Steward when it is completed, at least three days before your first use of the building.**

## FEE SCHEDULE FOR USE OF THE ASHFIELD TOWN HALL

1. The Select Board reserves the right to waive or adjust any fees and/or insurance requirements.
2. Town Committees, either Elected or Appointed by the Select Board, may use the Town Hall, upon reservation, for no fee. We suggest donating a portion of any admission fees to the Town Hall Restoration Fund.
3. There is a \$25.00 fee for the Town Hall Steward, with an additional \$20 per hour, if needed, for every hour beyond that, to be deducted from the Security Deposit.
4. The fee for the Custodian, if needed, is \$20 per hour to be deducted from the Security Deposit.

### 5. RENTAL FEE SCHEDULE:

	EITHER Upper Hall OR Lower Hall Rental Fee per day	BOTH Halls  Rental Fee per day	Town Hall Restoration Fund	Town Hall Steward Fee	Total Rental Fee to be paid to the Assistant Municipal Clerk by one check, made out to the Town of Ashfield. (You must submit a second check to pay the Security and Key Deposits – see #6 below. )
Ashfield Resident or Organization with No Admission Fee	\$30 \$75*	\$60 \$150*	\$50	\$25 First Hour	
Ashfield Resident or Organization with Admission Fee or Tuition	\$60 \$75*	\$120 \$150*	\$50	\$25 First Hour	
Non-Town Entities	\$175	\$350	\$50	\$25 First Hour	

\*Use during heating season October 1 – April 15

### 6. ADDITIONAL FEES REQUIRED

These fees must be paid to the Assistant Municipal Clerk by a second check, made out to the Town of Ashfield:

- a. A Security/Cleaning Deposit of \$100 must be submitted with this application. The deposit will be refunded, if the building is found to be properly cleaned and maintained following use.  
Note: Additional cleaning costs or repairs WILL be deducted from the security deposit, if necessary. This includes a fee of \$20 per hour, after one hour, for the Town Hall Steward and a fee of \$20 per hour for the Town Hall Custodian, if needed. Costs incurred above \$100 will be billed to the responsible person.
- b. A Key Deposit of \$25 must be submitted with this application. A key to the front door of town hall will be provided after all fees are paid and the application has been approved. The deposit will be refunded when the key is returned.



TOWN OF ASHFIELD

412 Main Street, P.O. Box 560  
Ashfield, MA 01330

Phone: 413-628-4441 ext 3

Fax: 413-628-4588

townhallsteward@ashfield.org

**APPLICATION FOR USE OF THE TOWN HALL – Return to the Town Hall Steward**

NAME OF ORGANIZATION: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FACILITIES REQUESTED: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DAY(S) and DATE (S) AND TIME(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ ADMISSION FEE TO BE CHARGED?: \_\_\_\_\_  
(yes/no)

DO YOU PLAN TO SERVE FOOD? (Yes/no) \_\_\_\_\_ If yes, what?

I understand that all food and beverages, except water, must remain in the Lower Hall and that if food is served, I may have to pay a fee for the custodian.

\_\_\_\_\_  
(Signature of Person Responsible)

I understand that ALCOHOLIC BEVERAGES are not allowed to be served at any time in the Town Hall.

\_\_\_\_\_  
(Signature of Person Responsible)

PERSON RESPONSIBLE FOR OPERATING OR ASSISTING WITH OPERATION OF THE HANDICAP LIFTS AND ARRANGING FOR AND DESIGNATING ADA APPROVED SEATING AREAS:

\_\_\_\_\_(Signature)\_\_\_\_\_ (Print name)

TOWN HALL STEWARD NOTIFICATION (628-4441 ext 3) Date discussed: \_\_\_\_\_

Signature of Town Hall Steward \_\_\_\_\_

POLICE CHIEF NOTIFICATION (628-4441 ext 1) Date discussed: \_\_\_\_\_

Signature of the Police Chief \_\_\_\_\_

FIRE CHIEF NOTIFICATION (628-4441 ext 2) Date discussed: \_\_\_\_\_

Signature of the Fire Chief \_\_\_\_\_

**INSURANCE REQUIREMENTS:**

It is the intent of the Town of Ashfield to protect itself from liability arising from the use of the Town Hall by private organizations or individuals for public events. To this end, the applicant for use of the Town Hall MUST DO the following:

- a. Sign below in acknowledgement of having read and understood the Hold Harmless Agreement. By signing, the applicant acknowledges that he/she is contractually accepting to assume all legal liability for himself or herself and for other entities, as he/she/they may allow use of the premises under their application.
- b. Provide, with the initial application, a **CERTIFICATE OF INSURANCE COVERAGE** that serves as proof that the applicant carries **adequate insurance and that names the Town of Ashfield as an Additional Insured**. Minimum adequate coverage requires: a) General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit; b) Umbrella Liability of at least \$2,000,000 per occurrence, \$2,000,000 aggregate.

**HOLD HARMLESS/INDEMNIFICATION AGREEMENT:**

I shall, to the maximum extent permitted by law, indemnify and hold harmless the Town of Ashfield, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the lease or use of the Ashfield Town Hall for damage to any real or personal property that occurs in conjunction with the lease or use of the Town Hall at 412 Main Street by myself, or any agent of mine, unless the damage is caused by the Town of Ashfield's gross negligence or willful misconduct.

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(Signature of Responsible Person) (Print Name)

**STATEMENT OF ACCEPTANCE:**

By signing and dating this application, I am stating that I have complied with all local, state and federal regulations and laws, that the information supplied accurately describes the proposed event and that I/we will pay any currently stipulated fees. I/We agree to reimburse the Town for any expenses incurred by the Town as a direct result of the use of the Town Hall. I have read and understand the policies for use of the Town Hall. I/We agree to abide by the Policies for use of the Town Hall as presented with this application and outlined on pages 1, 2, 3, 4, 5, 6, and 7.

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(Signature of Responsible Person) Date

## GENERAL INFORMATION – CONDITIONS FOR USE OF THE TOWN HALL

The Town Hall, inspired by the architecture of Asher Benjamin, was built as the Congregational Meetinghouse on Norton Hill and first occupied in 1814. It was originally a single-story building with a horseshoe-shaped balcony. The balcony was removed in 1840 and a second floor installed. In 1857 the parishioners hired Charles Tubbs to move it to its present location. In 1870 the Town purchased it for use as a Town Hall.

The building has seen many changes, but its original soaring beauty has become a symbol for the best of Ashfield. Throughout the years, the Town has balanced preservation of this historic structure with community use. A Town Hall Building Committee is in charge of maintaining and improving the building so it can support community events for many years to come. A portion of the rental fee goes to the Town Hall Restoration Fund for that purpose. At the recommendation of this Committee, the Select Board appointed a Town Hall Steward to serve on the Committee, to oversee the use of the Town Hall, and to enforce the following conditions.

The following conditions are intended to protect the building, and to permit the Town Hall Staff and Town Committees to conduct town business, while making the building available to the public.

### TOWN HALL POLICY AND PROCEDURE ACKNOWLEDGEMENT CHECKLIST

Print Name of Responsible Person:

Phone number:

All applicants are required to read and abide by these policies and procedures for use of the Ashfield Town Hall. **Initial each item on this form in the presence of the Town Hall Steward**, who will answer any questions you have regarding these policies and procedures.

I have reviewed and indicated, by initialing each line, that I understand the contents of the following policies and procedures:

\_\_\_\_\_ 1. Use of the building is limited to the Upper and Lower Halls, and the basement restrooms. The Meeting Room is reserved for Town Committee meetings. The Offices are reserved for the Town Hall Staff. The Meeting Room and Offices may not be used by any applicant requesting use of the Town Hall.

\_\_\_\_\_ 2. Any use of the Town Hall, including times of preparation, set up, or clean up, must not create undue expense for the Town, nor interfere with the work of the Town Hall Staff, or with scheduled meetings of Town Committees.

\_\_\_\_\_ 3. Any event at the Ashfield Town Hall by a private citizen or organization must be open to the general public.

\_\_\_\_\_ 4. Use of tobacco or electronic cigarettes within 100 feet of the building is prohibited.

\_\_\_\_\_ 5. Use of alcohol is not allowed in the Town Hall.

\_\_\_\_\_ 6. There is a limit of 425 persons in the Upper Hall and 125 persons in the Lower Hall by order of the Building Inspector.

\_\_\_\_\_ 7. Food and drinks must be served and consumed on the first floor only. No food and drinks, other than water, are permitted on the second floor. Persons bringing food and/or drinks into the Town Hall will be responsible for clean-up and removal. A fee for the custodian may apply.

\_\_\_\_\_ 8. Absolutely no alterations to the building will be permitted, including tape, staples, tacks or nails in or on the ceilings, walls or window frames.

\_\_\_\_\_ 9. Per order of the Fire Chief, no open flame is allowed in the building. All decorations or other such embellishments must comply with the State Fire Code and are subject to review by the Ashfield Fire Chief. Return the signature sheet (see page 9) to the Town Hall Steward or the Assistant Municipal Clerk when it is completed, at least three days before your first use of the building.

\_\_\_\_\_ 10. Those using the Upper Hall must take care not to damage the historic floor. Donations from private citizens paid for screening and refinishing it in 2007. CARRY, DO NOT SLIDE, when moving items, such as chairs, tables, or ladders. Dancers should be encouraged to wear leather soles, and avoid stiletto-heels or soles that leave black marks.

\_\_\_\_\_ 11. Before adding to, disconnecting, or changing any sound or lighting configuration already set up in the Town Hall, the applicant must check with the Town Hall Steward. If substantial alterations to the electrical configuration are necessary, the applicant will be required to submit a plan to the Select Board, which may choose to have it reviewed by the Town Hall electrician at the applicant's expense.

\_\_\_\_\_ 12. The Ashfield Community Theater may allow use of the lights they own. A separate agreement must be made with them for use of their light box. The Town of Ashfield is not liable in any way regarding the use of these lights.

\_\_\_\_\_ 13. The flags located in the Upper Hall (The American Flag, The Commonwealth Flag and the Town Flag) are not to be taken down or removed. The applicant may choose to place the flags to the side or back of the hall during the rental period. If the applicant wishes to request removal of the flags, he/she/they must get the approval of the Town Hall Steward, who will then determine the appropriate method for removal and storage of the flags.

\_\_\_\_\_ 14. Be considerate of those with chemical sensitivities. Do not use fragranced products in the Town Hall.

\_\_\_\_\_ 15. Accessibility: At least one person responsible for the event must know how to operate the lifts in the Town Hall. The name and signature of that person must be on page 3 of this application. He/she must be present throughout the time of authorized use. This person is responsible, also, for providing and designating, with signs, barrier-free ADA seating areas. The aisles must be wide enough to permit wheelchair access. The Town Hall Steward will discuss the required ADA seating provisions with the applicant.

\_\_\_\_\_ 16. Any use of the lifts, other than for transporting people, must be supervised by the Town Hall Steward. See associated fees on page 2.

\_\_\_\_\_ 17. Per orders of the Fire Chief and Building Inspector, all front doors must be unlocked during an event, to provide for emergency exit from the building. The screen door on the west side of the lower hall must be secured open, if more than 50 people are to be in the lower hall at any one time. Doors must be locked after the event.

\_\_\_\_\_ 18. The Select Board reserves the right to require the presence and/or services of the Town Hall Steward, and/or any department it deems necessary for safe use of the building. Full payment for the cost of these services is the responsibility of the individual or organization making this application.

By signing below, I acknowledge that I have read and understand the above policies and procedures, and agree to abide by these conditions while using the Ashfield Town Hall.

Signature of the Responsible Person:	Date:

**PROCEDURE TO BE FOLLOWED AFTER EACH USE OF THE BUILDING**

\_\_\_\_\_ 19. Any person and/or group using the building is expected to return the area used to "as found" condition and *he/she/they will be held responsible for any damages incurred during the time of use.*

\_\_\_\_\_ 20. The applicant is responsible for clean-up of any part of the Town Hall that was used.

\_\_\_\_\_ a. Set up, take down, or move (CARRY, DO NOT SLIDE) chairs or tables, or any other items in the rented area or on the stage.

\_\_\_\_\_ b. Check the rest rooms before leaving the building on each day of use to ensure they are clean and in working order. If there is a problem, correct it OR report it immediately to the Town Hall Steward.

\_\_\_\_\_ c. Turn off all lights.

\_\_\_\_\_ d. Make sure all doors and all windows are closed and locked.

\_\_\_\_\_ 21. Cleanup and removal of any items brought into Town Hall must be done within 12 hours after the event, or no later than noon of the next day, unless otherwise specified. The Town is not responsible for any items left in the building beyond the rental dates.

\_\_\_\_\_ 22. Any costs incurred by the Town for cleaning and/or repairs, as a direct result of use of the building, will be deducted from the applicant's Security Deposit.

By signing below, I acknowledge that I have read and understand the above policies and procedures, and agree to abide by these conditions while using the Ashfield Town Hall.

Signature of the Responsible Person:	Date:

Date completed application received: \_\_\_\_\_

Date insurance certificate received: \_\_\_\_\_

**TOWN HALL STEWARD SUMMARY OF PREVIOUS USE(S)** of the Town Hall by this applicant:

**APPROVALS :**

(\_\_\_\_)(\_\_\_\_) \_\_\_\_\_  
Granted/Denied Date Town Hall Steward's Signature

(\_\_\_\_)(\_\_\_\_) \_\_\_\_\_  
Granted/Denied Date Select Board Chair's Signature

**TOWN HALL STEWARD SUMMARY of Applicant's Most Recent Use of Town Hall:**

Approve Return of Security Deposit \$ \_\_\_\_\_ Additional Fees to be paid from Security Deposit \$ \_\_\_\_\_

Town Hall Steward's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUMMARY OF FEES PAID TO THE TOWN:**

Rental Fee \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Town Hall Restoration Fund \$ 50 Date Received \_\_\_\_\_

Town Hall Steward Fee \$ 25 Date Received \_\_\_\_\_

Security Deposit \$ 100 Date Received \_\_\_\_\_

Key Deposit \$ 25 Date Received \_\_\_\_\_

Date Reimbursed \_\_\_\_\_

Key picked up: \_\_\_\_\_  
(Date)

Key returned: \_\_\_\_\_  
(Date)

Additional Fees from Security Deposit \$ \_\_\_\_\_ Amount Reimbursed from Security Deposit \$ \_\_\_\_\_

Date Reimbursed \_\_\_\_\_

Total Fees Received \$ \_\_\_\_\_

Total Reimbursed to Applicant \$ \_\_\_\_\_



**FIRE SAFETY INSPECTION - (This inspection is to be done no more than 3-5 days prior to the first day of your use of the building.)**

Prior to the event, I conducted a safety inspection to verify that all exits are clear and all exit and emergency lights are in working order and lit, as per the Fire Code. I verified that any decorations or other embellishments in use comply with the State Fire Code.

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Signature of Fire Department person conducting inspection

Date

**RETURN THIS SIGNED SHEET TO THE TOWN HALL STEWARD OR THE ASSISTANT MUNICIPAL CLERK AT LEAST 3 DAYS BEFORE THE FIRST DAY OF YOUR USE OF THE BUILDING .**