

## **Town Hall Use Policies**

*Version: August 1, 2023*

### **APPLICATION PROCEDURE**

1. Contact the Town Hall Steward at [townhallsteward@ashfield.org](mailto:townhallsteward@ashfield.org) or by phone (413-345-0877) to discuss possible dates and conditions for use of the building.
2. Meet with the Town Hall Steward at least 30 days in advance of the event to go over the requirements with them and review each item in the Town Hall Use Information packet. Determine with them the anticipated fees, including Security Deposit and Key Rental.
3. Complete the Application for Use of the Town Hall. All requests for use of the building must be in writing.
4. Notify both the Police Chief (413-628-4441 x1 or [chief@ashfield.org](mailto:chief@ashfield.org)) and Fire Chief (413-628-4441 x2 or [firechief@ashfield.org](mailto:firechief@ashfield.org)). Have each one date and sign where appropriate on Page 1.
5. Give two checks to the Building Steward, each made out to the Town of Ashfield. One check is for the Rental Fee, the Town Hall Steward Fee, and the payment to the Town Hall Restoration Fund. The second check is for the Security Deposit (for any additional fees which may apply).
6. Submit the completed application to the Town Hall Steward's box. This must be done in time for a Select Board meeting.
7. Permission for use of the Town Hall is granted by the Select Board. The Select Board reserves the right to deny an application if the Board determines it is not an appropriate use of the building.
8. The Town Hall Steward will notify the applicant of approval or denial, and any additional requirements deemed necessary by the Select Board.
9. Read the insurance requirements in this packet. Provide a Certificate of Insurance Coverage that names the Town of Ashfield as an Additional Insured for the dates of use.
10. 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 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.

**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 officials, either elected or appointed, may use the Town Hall, upon reservation, for no fee.
3. There is a \$30 base fee for the Town Hall Steward, with an additional \$30 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 \$30 per hour to be deducted from the Security Deposit.

**5. Rental Fee Schedule**

	<b>Heating</b> Heating season runs October 1 – April 15	<b>EITHER</b> Upper Hall OR Lower Hall Rental Fee per day	<b>BOTH Halls</b> Rental Fee per day
<b>Ashfield Resident or Organization with No Admission Fee</b>	No Heating	\$30	\$60
	Heating	\$75	\$150
<b>Ashfield Resident or Organization with Admission Fee or Tuition</b>	No Heating	\$60	\$120
	Heating	\$75	\$150
<b>Non-Town Entities</b>	No Heating	\$175	\$350
	Heating	\$200	\$400

6. A Security/Key/Cleaning Deposit of \$125 must be submitted with this application. The deposit will be refunded, if the building is found to be properly cleaned and maintained following use. Additional cleaning costs or repairs will be deducted from the security deposit, if necessary. This includes a fee of \$30 per hour, after one hour, for the Town Hall Steward and a fee of \$30 per hour for the Town Hall Custodian, if needed. Costs incurred above \$100 will be billed to the responsible person. A key deposit of \$25 will be deducted if the key is not returned.

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

	Check 1 (Fees: Non-refundable)	Check 2 (Deposit)
Town Hall Restoration Fund	\$50.00 (Flat Fee Per Event)	\$0.00
Town Hall Steward Fee (First Hour)	\$30.00 (Flat Fee Per Event)	\$0.00
Rental Fee	\$ .00	\$0.00
Security/Key/Cleaning Deposit	\$0.00	\$125.00 (Flat Fee Per Event)
<b>Total</b>	<b>\$ .00</b>	<b>\$125.00</b>

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

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.

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

All applicants are required to read and abide by these policies and procedures for use of the Ashfield Town Hall.

1. Use of the building is limited to the Upper and Lower Halls, and the basement restrooms. The offices are reserved for the Town Hall staff and 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. Generally there is a limit of 300 persons in the Upper Hall and 125 persons in the Lower Hall. Please consult with the fire chief to determine the capacity for your event.
7. Food and drinks must be served and consumed in Lower Hall only. No food and drinks are permitted on the second floor. Persons bringing food and/or drinks into the Town Hall will be responsible for clean-up and removal.
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.
10. Those using the Upper Hall must take care not to damage the historic floor. Carry, do not slide, when moving items such as chairs, tables, or ladders.
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) may be stored at the side or back of the Hall if desired.
14. 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. They 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 authorized by the Town Hall Steward. Applicants will be given contact information in the event the chair lift is not operating properly.
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 and/or the Fire Chief reserve 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.

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

1. 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.*
2. 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.
3. Cleanup and removal of any items brought into Town Hall must be done the day after the event unless otherwise specified. The Town is not responsible for any items left in the building beyond the rental dates.
4. 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.