

FAYETTE **STARLING HALL**

BUILDING USE POLICY **BUILDING USE AGREEMENT** **FACILITY RENTAL POLICY**

COMMUNITY USE OF THE FAYETTE STARLING HALL

DEFINITION: The Fayette Starling Hall premises are the building and grounds, parking lot and fixed equipment.

The Board of Selectmen intend to allow local taxpayers, who support the upkeep of Fayette Starling Hall, to have broad access to the first floor of the facility only. Community use for civic, philanthropic, educational, recreational, social, and similar purposes may be approved by the administration in accordance with this policy. These regulations will be reviewed and approved annually by the Board of Selectmen.

The Town Manager is responsible for developing administrative regulations that ensure timely applications, make the facility accessible to the public, prevent interference with municipal operations, and require users to accept appropriate responsibility and liability.

1. These factors are to further guide community use:

- A. A special certificate of insurance is required by the Town's insurer. The Town Manager will assist in securing the certificate for the renter. The insurance is at a cost of \$75.**
- B. No alcoholic beverages may be brought onto the premises at any time.**
- C. Any approval of the use of the Fayette Starling Hall is to require the signing of a *Fayette Starling Hall Facility Use Agreement* setting forth the conditions of use.**
- D. Application for use is to be made through the Town Manager, with final approval determined by the Selectman or Town Manager.**
- E. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care, as outlined in the use policy.**

2. Facility use may be granted without rental charge for:

- A. Municipal-sponsored or non-profit groups and organizations.**

3. The following may be requested of any group:
 - A. A deposit with the application, refundable after leaving the facility in satisfactory condition.
 - B. Reimbursement for property damage and any cleaning and repair costs.
 - C. Reimbursement for custodian or other staff costs when necessary to the use of the facility.
4. Times of use:
 - A. Use by groups shall be permitted, subject to availability and the requirements of this policy.
 - 1) Times: 6:00 a.m. to 1:00 a.m.
 - 2) Days: Monday-Sunday
 - 3) All activities, including clean-up, must be completed within the stipulated time frames.
5. Emergency use of the Fayette Starling Hall:
 - A. The Fayette Starling Hall may be used as an emergency shelter by Municipal Officials, the Civil Defense Director, Fire Chief or their designee(s) after the Town Manager and/or Board of Selectmen and/or a Board Member is informed of the needs of the community.
6. Waste removal:
 - A. All parties will be responsible for all immediate waste removal after all functions.
7. The Fayette Starling Hall is not responsible for lost or stolen property.

FAYETTE STARLING HALL FACILITY RENTAL POLICY

1. **RENTAL FEES:** Rental fees for the use of the Fayette Staling Hall will be charged to all users, apart from Town sponsored activities, at the following rates:
 - Up to 4 hours \$ 100.00
 - Up to 8 (eight) hours \$ 150.00
 - 8 (eight) hours or more \$ 175.00
 - Use of the Kitchen \$ 50.00
2. **CLEANING DEPOSIT:** A cleaning deposit of \$50.00 will be required by all renters except for municipal sponsored activities and non-profit organizations. The deposit will be held by the Town Treasurer and returned/refunded within seven days after the scheduled event if, in the assessment of the Town Manager or a designated representative, the facility is left in satisfactory condition by the renter.
3. **DAMAGE:** The renter is responsible for all damage incurred to the facility because of misuse or vandalism. The renter will not be held accountable for damage that is attributable to normal "wear and tear". The town maintains the right to retain the renter's cleaning deposit to help defray the costs of repairs, which are required because of damage caused by the renter. All or a portion of the repair costs will be billed to the renter based on determinations made by the Town Manager.
4. **ALCOHOLIC BEVERAGES:** The consumption of alcoholic beverages on the premises is expressly prohibited. People or organizations failing to adhere to this policy will be denied future use of the facility for a period to be determined by the Fayette Board of Selectmen.
5. **OPENING THE BUILDING:** A Town representative or Friends of Starling Hall member will open and close for Renters.

Starling Hall User Agreement Acceptance Acknowledgement.

I _____ of _____

Have read and accept all that is required of me as a renter of the Fayette Starling Hall. I am requesting the Hall on _____ from _____ to _____

Signature _____ Printed Name _____

Mailing Address _____

Contact Telephone Numbers _____

Email Address _____