

Town of Shutesbury
Policy on Use of the Town Hall and Town Common
Adopted November 26, 2024

The Town Hall and the Town common are available for use by the community for municipal, private and community-related events. Interested users must obtain a copy of this policy, which includes an application-for-use form, and a use agreement with Rules of Use.

Applications for use should be submitted to the Administrative Assistant as far in advance as possible to ensure availability and timely processing. In certain cases, the Selectboard will require an insurance rider, local alcohol permit, and/or police presence, all of which would be the applicant's responsibility to secure PRIOR to the signing of a lease agreement. The leasing fee (see Application for fee schedule) is payable at the time of lease signing.

If police presence is required, the applicant is responsible to coordinate with Shutesbury Police Chief for coverage and payment.

The Administrative Assistant of the Town will designate a representative to inspect the area for any damages/deficiencies within 72 hours of the event and report any findings to the Town Administrator.

Town sponsored event fees may be waived by the Select Board.

Requests for use for recurring regular events will be considered by the Administrative Assistant on a case-by-case basis, with consideration to the impact on the building, equipment, and limitations on the use of the building by others.

The needs of Town boards, committees, and Town sponsored events take precedence over other requests.

User's Responsibilities and Procedures

1. Submit the completed application to the Administrative Assistant at least 2 weeks in advance of an event.
2. Upon notification of application approval, the user must meet with the Administrative Assistant to sign the use agreement and submit payment (if applicable) for the leasing fee. Payment can be by check payable to the Town of Shutesbury.
3. Be responsible for paying for any damage to the building as a result of their use.
4. Identify the party who will supervise all activities.
5. The kitchen is not available for use with the exception of the refrigerator and sink.
6. Coordinate with the Administrative Assistant to unlock and lock the building.
7. Follow the Rules of Use (attached to the usage agreement).

Two Attachments:

1. Application For Use of Town Hall or Town Common
2. Usage Agreement

Application for Use of Town Hall or Town Common

Name

Date

Address

Phone number

Email

Description of event/activity:

Date of event/activity: _____

Hours requested for use: _____

Fees for Use (non-returnable and payable at lease signing)

Downstairs \$25.00/day

Town Common \$50.00/day

Application review:

Approved Disapproved

Reason(s) for disapproval:

Police presence required: yes no

Printed name of Town Representative

Signature of Town Representative

*Submit completed application as an email attachment to adminassist@shutesbury.org
and townadmin@shutesbury.org.*

Town Hall or Town Common Use Agreement

The Town of Shutesbury Massachusetts, Lessor, does hereby allow usage of the following areas within the Town Hall building, Downstairs and bathroom, Kitchen or the Town Common.

The term of use is for a period of _____ day(s) beginning on _____ and ending on _____, commencing at _____ am _____ pm and ending at _____ am _____ pm.

The user shall pay rent at the rate of \$_____ per day.

The user shall use the desired premises only for the purpose of conducting the user's social gathering and agrees to abide by the Rules of Use (attached).

The user acknowledges that no use shall be conducted in the leased premises which is unlawful, improper, noisy, or offensive, or contrary to any law or any municipal by-law.

HOLD HARMLESS CLAUSE: The user shall indemnify and hold harmless the Town of Shutesbury, Massachusetts from any and all claims for damages to person or property by the user or any of its guests or agents.

The user further agrees that any alcoholic beverages made available by the user, its guests or agents, shall be provided at the risk of the user, and the user shall and hereby does indemnify and hold the Lessor harmless from any and all claims, demands and actions arising therefrom.

Fee for Use required: no yes: amount \$ _____

Total amount due check/money order amount \$ _____

(Checks/money order made payable to Town of Shutesbury)

Amount received \$ _____

Date _____

Shutesbury Town Representative:

User:

Print Name

Print Name

Signature

Signature

Fire Chief

Police Chief

Rules Of Use For The Town Hall And Town Common

1. The user will abide by all County, Town, and other ordinances, rules of the Board of Health, Police, and Fire Departments regarding public assemblies.
2. The user shall be responsible for the clean-up of the area immediately following the event. All tables and chairs are to be returned to their original places.
3. Only food brought in by the user may be used. Food stored in the refrigerator/freezer labeled for COA, or other Town entity is for use by that entity only. All food and other items provided by the user must be removed from the area immediately following the event.
4. Personal consumption of alcohol is permitted. Alcohol consumption is restricted to the inside of the building. If the user provides alcohol (i.e. open bar) or if alcohol is to be sold, the user must obtain a 1-day event liquor liability policy and a Town liquor permit. A copy of the liquor liability policy must be provided to the Administrative Secretary prior to the event. Failure to obtain a liquor liability policy may result in the cancellation of the event by the Town.
5. Applicable State laws apply. See Administrative secretary for details.
6. If alcohol is provided or sold a police presence is required and is to be arranged at the user's expense with the Shutesbury Police Chief
7. If amplified music is used, the music must be at an acceptable volume and shall not be used after 10:00 PM.
8. At the end of the event, all areas and bathrooms must be clean and trash removed, all lights turned off, thermostats turned down to 60 degrees and all doors secured and locked. Trash may be put in the dumpster at the Town Offices.
9. The use of drugs, tobacco/nicotine products, vaping or smoking are prohibited on or within 50 feet of Town property.

ADDITIONAL RULES OF USE FOR THE KITCHEN

1. All counters and surfaces used will be left clean and sanitized.
2. All dishes, utensils, pots, pans etc. MUST be washed, rinsed, sanitized and air dried or dried with a single use paper towel (no cloth towels) BEFORE and AFTER use.
3. Any appliances used MUST be cleaned of all spills and splatters.

4. Private/family users leave all kitchen items used on the large counter AFTER they are washed, rinsed, sanitized and air dried or dried with a single use paper towel (no cloth towels). All other users will put kitchen items away AFTER they are washed, rinsed, sanitized and air dried or dried with a single use paper towel (no cloth towels).
5. Re-sanitize all surfaces after use.
6. Unplug coffee maker.
7. Remove all food items you brought.
8. Sweep, mop floor.
9. Remove all trash.