



## **New Salem Town Hall Rental Policy**

Revised, January, 2008

This policy is for the rental of the Town Hall basement only. Use of the upstairs gym is arranged by contacting the Recreation Commission at 978-544-2913 or 978-544-8164.

### **General Regulations**

The Town Hall is available to rent to **New Salem Residents only**, and they can be reserved on a first-come, first-served basis. Use of either building for commercial purposes is prohibited. Charging admission to events is also prohibited.

Those wishing to rent the Town Hall (hereafter referred to as 'the renter') must submit an application to the Town Coordinator at least two weeks prior to the planned event. The Selectboard will review each application and has the right to refuse any application.

Smoking is prohibited in all town-owned buildings.

Fire and open flames (including candles) are prohibited unless specifically allowed by written permit from the Fire Chief.

Handguns and firearms of all types are prohibited from all town-owned buildings.

Occupancy is limited to 150 in Town Hall and 65 in the Old Library in accordance with State Fire Regulations.

### **Town Hall Rental Fees**

**MUNICIPAL EVENTS AND MEMORIAL SERVICES ARE FREE, BUT YOU MUST SIGN UP FOR USE OF THE BUILDING WITH THE TOWN COORDINATOR.**

A \$25 cleaning deposit is required of all renters (which will be returned if all areas of the building used are left clean). In addition, renters will pay as follows:

|      |  |
|------|--|
| \$45 | more than 10 people                              |
| \$25 | up to 10 people and used for less than two hours |

Furniture rentals are free to New Salem residents. These rentals must be scheduled through the Town Coordinator at 978 544-6437.

Payment must be made in full at the time of the rental application. Rental fee checks should be made out to the Town of New Salem. A separate Cleaning Deposit check for \$25 should also be made out to the Town of New Salem.

The Selectboard reserves the right to waive payment of rental fees and to make exceptions to these policies.

### **Responsibilities of the Renter**

**Parking:** The renter is responsible for organizing the parking of those who attend. Parking is available on the street or behind the Town Hall in the parking lot. If attendance at the event will exceed 25 people, the renter must name a 'Parking Monitor'. If attendance will exceed 50 people, the renter must notify the New Salem Police Department of the time, date, and nature of the event, and may be asked to hire a Police Officer at the renter's expense.

**Keys:** The renter must notify the Town Coordinator (978 544-6437—Mondays and Wednesdays) at least four days prior to the rental date and make arrangements to pick up the keys to Town Hall or the Old Library. The renter will return the key to the Town Coordinator after the event. Keys can be utilized only for those events for which the renter has received Selectboard approval.

**Frequent Use:** Renters may utilize the Town Hall or Library for a series of events or weekly events. Payment for use shall be made prior to use. Approval of use shall be re-requested every six months.

**Cleaning:** Immediately after the event, please ensure that the areas you used are as clean as when you started. If you have used the kitchen in Town Hall, this includes cleaning and disinfecting the stovetops and oven, the refrigerator, the sinks, all table and counter tops. Tables and chairs should be put away, and the floor should be swept with soiled areas washed. Cleaning supplies in Town Hall are in the hallway next to the kitchen, and mops and pails are in the boiler room next to the men's room.

**Renters are responsible for removal and disposal of the trash that they generate. Yellow bags for trash may be purchased at the Transfer Station.**

**Noise:** The renter is responsible for maintaining a peaceable and quiet environment outside Town Hall or the Old Library during the event. Be considerate of neighbors! We suggest weeknights end at 10 pm and weekend events end at 11:30 pm.

**Decoration:** Do not use tacks or tape on the walls or the woodwork.

**Damage:** The renter is responsible for any damage done to town buildings during the rental period.

**Leaving the Building:** When you leave the building, please make sure all windows are closed, all lights are turned off, and the temperature setting on the thermostat is returned to the setting at which it was found.

**Food Permits:** Prior to the event, renters who choose to utilize the kitchen facilities to prepare food need to obtain a one-day food permit from the Board of Health. The cost of this permit is \$25.00 for-profit organizations and \$5.00 for non-profit organizations.

Food permits can be obtained by attending a regularly scheduled Board of Health meeting, which are held one Monday evening per month at 7:15 pm; the date is posted at Town Hall. Also, you may call the Board of Health Clerk, Donna Ballentine, on Monday mornings from 9—11 am at 978 544-9673.

A Board of Health member will inspect food preparation activities on the day of the event. An inspection fee for the inspection of food storage and preparation areas of \$50.00 for for-profit organizations and \$25.00 for non-profit organizations will be charged.

A food permit is not needed if food will be served but not prepared in the facility.