

# **TOWNSEND MEETING HALL COMMITTEE POLICY**



**TOWNSEND, MASSACHUSETTS**

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## TOWNSEND MEETING HALL POLICY

Nestled between the Townsend Public Library and the Townsend Senior Center, the Townsend Meeting Hall and Gallery at 14 Dudley Road was dedicated to the town of Townsend on October 31, 2009. A gift from the Sterilite Corporation and its employees, the Townsend Meeting Hall serves as an exhibition gallery, respite and resource for dining, public forums, learning and inspiration. The Townsend Meeting Hall and Gallery serves the community as a center for cultural and performing arts in a safe and welcoming environment.

The Townsend Meeting Hall Committee (the “Facility Manager”) is formed and appointed annually by the Board of Selectmen and comprises a Senior Center representative, Library representative, and three Members-at-Large. The Scheduling Manager will oversee scheduling, rentals and program activities under the general direction and guidance of the Townsend Meeting Hall Committee. The Scheduling Manager may be reached by calling the Library, 978-597-1714, or emailing [townsendmeetinghall@townsend.ma.us](mailto:townsendmeetinghall@townsend.ma.us).

The Townsend Meeting Hall Committee adheres to the promise to the benefactor to maintain the Townsend Meeting Hall and Gallery as a place of pleasure, pride and discovery as a lasting legacy to Townsend residents.

The Townsend Meeting Hall is made available as a public service, and by accepting reservations for this room the Town of Townsend in no way endorses the program or philosophy of the group or individuals using the facilities. Facilities will be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

The Townsend Meeting Hall was designed primarily to provide space for library and senior center programs. When it is available it may also provide space for Townsend government, non-profit or civic groups to meet, and provide space for groups from the larger community to offer programs and hold public meetings. This use is limited to programs or meetings held during regularly scheduled library or senior center hours of operation or when staffing permits.

Library and Senior Center programs have priority in scheduling events for the Townsend Meeting Hall. Other groups or individuals may schedule use of the room on a first-come, first-served basis. A group or individual will not be pre-empted by the Library or Senior Center once a time/date has been confirmed for the group or individual by the Scheduling Manager.

Proceeds from monies collected for use of the Townsend Meeting Hall and Gallery Committees will be used to offset building operating costs.

This policy is subject to review and amendments on an annual basis, or as deemed necessary by the Townsend Meeting Hall Committee. Final approval of all changes rests with the Board of Selectmen.

## REGULATIONS AND PROCEDURES

### I. Request Procedure

- A. The Scheduling Manager will be the primary contact for making all room reservations. The Senior Center and Library Directors will be the secondary contacts for all room reservations. Reservations will be confirmed and placed on the calendar pending approval after receipt of a completed and signed registration form and a non-refundable deposit (if required). Full payment of any fee is due upon approval of the request for use of the Townsend Meeting Hall.
- B. The Library and Senior Center staff may reserve rooms for events up to 12 months in advance. The Scheduling Manager will accept reservations for other regularly scheduled events no more than 90 days in advance prior to the scheduled date. There is no guarantee of facility availability outside of regular library and senior center hours.
- C. Cancellation of a reservation must be reported 24 hours in advance. Refunds in excess of the nonrefundable deposit will be made only with this advance notice. Failure to cancel or to appear for a reservation may result in forfeiture of room use privileges. If a group or individual owes money for a prior use, then no further reservations will be made until all past bills have been paid.
- D. Groups and individuals wishing to reserve the Townsend Meeting Hall may be required at the discretion of the Townsend Meeting Hall Committee to hire additional security for scheduled events. Any requirements will be stipulated at the time of confirmation of reservation. Proof of satisfactory provision of required security will be necessary before users of the Townsend Meeting Hall will be allowed to use the facilities. Failure to provide required security will be regarded as a late cancellation and will lead to all applicable charges for the reservation.
- E. For rescheduling, the sponsoring organization is responsible for contacting the Scheduling Manager on the next day of operation. If a satisfactory time is not available, all fees, except the non-refundable deposit, will be refunded.

## II. Conditions for Use

- A. When reserving the Townsend Meeting Hall, the renter should specify the number of individuals expected and cannot exceed the maximum capacity stated by law. The total room capacity is 225 conference style or 120 with tables. When the room is divided, Room A holds 150 conference style or 84 with tables; and Room B holds 75 conference style or 42 with tables. Chairs and tables are provided. The renter will be responsible for returning the room to its pre-event condition. Furniture from elsewhere in the building may not be used.
- B. All event and post-event cleanup must be completed within the time specified on the reservation form.
- C. Renters serving food and beverages are responsible for providing food and beverages and for all clean up. If cleanup is not performed to the satisfaction of the Townsend Meeting Hall Committee, renters may be charged for the cost of professional cleaning.
- D. Smoking is prohibited in the Townsend Meeting Hall as required by state law. No open flames are permitted in the Townsend Meeting Hall, per Fire Department regulations.
- E. It is recommended that musical performances or events that might disrupt normal operations and programs should be scheduled for hours when Library and Senior Center are not in operation and when appropriate Town staffing is available.
- F. Renters are fully responsible for the actions of the participants, both active participants and the audience, in any program on the property. The Town of Townsend requires renters to sign a release including indemnification language. Additionally, the Town reserves the right to require renters wishing to use the Townsend Meeting Hall to provide proof of liability insurance.
- G. Space may be refused to individuals or organizations that have previously failed to comply with stated conditions for use. This includes (but is not limited to) failure to allow staff to follow normal closing procedures, excessive noise leading to complaints by other users, inappropriate use of facility property, or failure to clean up after a presentation.
- H. All fees must be paid in full prior to the commencement of the event.

- I. Only freestanding signs will be permitted at the discretion of the Townsend Meeting Hall Committee.
- J. Use of the Townsend Meeting Hall for the conduct of illegal activity is strictly forbidden and will result in immediate loss of privileges.
- K. People aged 20 and under may not reserve the Townsend Meeting Hall, and attendees aged 20 and under must be supervised by the renter.
- L. Reservation of the Townsend Meeting Hall is not transferable.
- M. Renters are prohibited from mounting anything on walls or other surfaces.
- N. The Townsend Meeting Hall Committee reserves the right to terminate a function at any time due to inappropriate activity or behavior.

### **III. Snow Days and Inclement Weather Guidelines**

- A. The Townsend Meeting Hall will not be open on any day in which the Chairman of the Board of Selectmen or other authorized designee has declared a local state of emergency.

## TOWNSEND MEETING HALL ROOM FEE SCHEDULE

Category	Rent (To offset facility maintenance)	Non-Refundable Deposit
<b>Library, Senior Center and TMHC Sponsored Functions</b>	free	none
<b>Town, School District, County and State organizations</b>	free	none
<b>Townsend-based non-profit Public functions</b>	\$10 per hour	none
<b>Townsend-based non-profit Fundraiser</b>	\$15.00 per hour	none
<b>Commercial/Resident Private functions</b>	\$50.00 per hour \$75/hour after 10pm	\$50.00
<b>Commercial/Non-resident Private functions</b>	\$75.00 per hour \$100/hour after 10pm	\$75.00
<b>Block bookings</b>	To be determined after review	

## TOWNSEND MEETING HALL GALLERY FEE SCHEDULE

Category	Rent	Reception	Additional Information
<b>Exhibitions Sponsored by the Gallery (i.e., Call-for-Entries)</b>	\$0 - \$20 range/person Entry Fee	Sponsored by Gallery Committee	Fees are subject to Gallery Committee involvement and resources required.
<b>Group Show</b>	\$50 hall space \$20 corridor space	Sponsored by Gallery Committee	Group or club can rent one or both spaces, if available.
<b>Individual Artist Show</b>	\$50 hall space \$20 corridor space	Sponsored by Gallery Committee	Individual can rent one or both spaces, if available.

- All fees are subject to change and review by the Board of Selectmen.
- A refundable deposit will be required of Town and non-profit organizations in special circumstances.
- Resident or non-resident status of any organization is determined by the location of the organization, not by its individual members.
- Rent is paid in advance of event.
- Proceeds from monies collected for use of the Meeting Hall to offset building maintenance costs.

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**TOWNSEND MEETING HALL REGISTRATION FORM**

Rental Date Requested (include day of week): \_\_\_\_\_

Total time Requested including set-up and clean-up: Start: \_\_\_\_\_ End: \_\_\_\_\_

Actual event time (when it is open to public): Start: \_\_\_\_\_ End: \_\_\_\_\_

Description of Person or Organization Requesting Rental (i.e. for-profit business, nonprofit organization, civic organization, for-profit individual, etc.):

\_\_\_\_\_

Name of Sponsoring Organization or Individual:

\_\_\_\_\_

Name of Person Responsible for Rental:

\_\_\_\_\_

Description of Proposed Event:

\_\_\_\_\_

\_\_\_\_\_

As per Section Two, item I of the policy, do you anticipate using signs for your event?

yes     no    If yes, please describe:

\_\_\_\_\_

Number of people expected to attend Event: \_\_\_\_\_

Do you require access to the kitchen? \_\_\_\_\_

Will food and/or beverages be served at this function? \_\_\_\_\_ If yes, please provide details below:

\_\_\_\_\_

\_\_\_\_\_ *Please note that not all foods/beverages are permitted in this facility.*

Equipment Needed:

Chairs (number) \_\_\_\_\_ TV \_\_\_\_\_ Screen \_\_\_\_\_

Tables (number) \_\_\_\_\_ VCR/DVD Player \_\_\_\_\_

Notification of what audio-visual equipment will be used must be made 24 hours in advance of the event.

**TOWNSEND MEETING HALL ROOM REGISTRATION FORM (continued)**

I certify that I am the person requesting the room or am an officer of the above-named organization; that, if part of an organization, I have the authority to reserve the Townsend Meeting Hall; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the Townsend Meeting Hall premises and furnishings because of the use of said premises by the above applicant, and agree to pay for said damages assessed by the Library Board of Trustees and/or Council on Aging Directors.

I have read and agree to abide by and uphold all rules and policies governing the use of the Townsend Meeting Hall.

I also agree to release, acquit, discharge the Town of Townsend for any and all claims or rights of action for any personal injuries or property damage which may occur as a result from the use of the above premises. I further agree to protect, save, and keep the Town of Townsend, the Library Board of Trustees, and the Directors of the Council on Aging, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Only provide an email address that is checked regularly*

Community Room Fee:
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Total:
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(make checks payable to the *Townsend Meeting Hall*)

**For Staff Use Only:**

Reservation:  Approved       Denied      Amount paid: \_\_\_\_\_

Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_