



TOWN OF PAWLET • BOX 128 • PAWLET, VERMONT 05761 • Phone 802 / 325 / 3309 • Fax 802 / 325 / 6109

## **TOWN OF PAWLET SELECT BOARD POLICY REGARDING USE OF THE TOWN HALL AUDITORIUM**

Approved by the Pawlet Selectboard 4/28/2015

The following guidelines have been established concerning public use of the 2<sup>nd</sup> Floor Auditorium. Individual groups wishing to use the auditorium shall be subject to the regulations and fees outlined below:

### **Section – I: Potential Renters (Users)**

#### **A. Town and School Government Boards and Agencies:**

- Includes:
1. Town Meetings
  2. Select board
  3. School Governance Activities
  4. Planning Commission
  5. Pawlet Town Boards
  6. State Agencies when sponsoring hearings relevant to citizens of Pawlet
  7. Regional Planning
  8. Scout Group Meetings

#### **B. Service Groups – Governmental use, Public Benefits, Non-Profit Events and Non-Profit Fund-Raisers**

- Includes:
1. Other Meetings and Fund-Raisers
  2. Political Party Election Day Activities (Local, State, National)
  3. Historical Society

#### **C. Non-Service Groups**

- Includes:
1. Lectures and Speakers
  2. Political Groups
  3. Dance for Profit, etc.

## **Section -II. Priority:**

- A. Town & School Activities will have priority over all other groups for use of the Auditorium. A group with contractual usage agreement will be given second priority.
- B. Groups meeting on a routine basis shall have priority over non-routine groups. Special Meetings and Town and School governance meetings may supersede any routine activities.

## **Section III. Application Process:**

- A. Extended Use – Groups wishing to use the building for -recurring events may arrange to do so on a contract price basis. Contract negotiations will be - through the Select Board. Please initiate this process through the Town Clerk during regular business hours.
- B. Other – All other groups wishing to use the building shall make arrangements through the -Town Clerk.
- C. An Insurance Certificate will be required if alcohol is allowed, and may be required otherwise at the discretion of the Select Board.

## **Section IV. Regulations:**

- A. All groups shall be responsible for providing the necessary supervision to assure the building's reasonable use and to prevent vandalism.
- B. Groups will be responsible for any damage occurring during their use.
- C. Police Officers may be assigned to activities if attendance exceeds 100 people or at the discretion of the Select Board.
- D. All groups shall clean up the building and leave the area used in a condition suitable for the next use. All trash must be removed from the site.
- E. All groups shall comply with any specific rules established by the Select Board or its designee regarding their particular use of the building and all applicable laws.
- F. References from previous rental building may be required.
- G. No Liquor or alcoholic beverages allowed unless approved by the Select Board.
- H. Groups must abide by occupancy limits posted in the auditorium.
- I. The Town retains right of entry during any event to confirm rental terms are being followed.

**Section V. Proposed Fee Schedule:**

**A. Pre-Restoration Completion:**

**1. Residents: \$10 per occurrence up to 4 hours maximum**

**2. Non-residents: \$25 for 4 hours maximum per occurrence**

**B. Fees may be waived by the Select Board for non-profit groups.**

**C. Security deposit may be required by the Selectboard.**

**RENTAL CONTRACT FOR TOWN HALL AUDITORIUM**

**DATE:** \_\_\_\_\_

The undersigned wishes to rent the –Town Hall Auditorium of the Town of Pawlet indicated below for the following dates and times and understands that no date is final until both parties have signed this agreement.

\_\_\_\_\_ Auditorium

NAME OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

MOVE IN TIME: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ MOVE OUT TIME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Person/Group responsible for payment: \_\_\_\_\_

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

Facility to be used for the following purpose: \_\_\_\_\_

COSTS:	Rental fee per hour \$ _____ /hr. for _____ hrs. =	\$ _____
	Custodial services	\$ _____
	-Refundable Security Deposit	\$ _____
	Total Cost to be paid prior to event:	\$ _____

The Town of Pawlet agrees to furnish a clean space with accessibility to chairs and stage lighting. The undersigned recognizes that any additional amenities or furnishing, other necessary equipment, and technical/support personnel are the responsibility of the Renter, unless otherwise contracted with the Town of Pawlet. This agreement is not assignable.

Additionally, the undersigned agrees to restore the Town Hall Auditorium to the condition in which found, broom-clean and with load out, lock up, lights off and all trash taken from the premises. **Failure to abide by these procedures will result in the forfeiture of security/damage deposit and may incur additional fees at a rate of \$35.00 per hour labor costs plus any additional cost of repair and/or materials above and beyond the amount of security deposit.**

The Town of Pawlet and its staff will be in no way liable for any damage or injury sustained as a result of this agreement. Any claims that should arise are the sole liability of said Renter. The Town of Pawlet may request a certificate of liability insurance upon the of signing of this agreement.

The Town of Pawlet does not allow:

[ Smoking on the premises and the use of open flame products are prohibited.

[ The service of alcohol within the venue, unless approved by the Select Board and provided and served by a liquor licensee who holds a current license meeting the terms of State law. The liquor licensee must obtain a permit from the Town of Pawlet no less than 7 days prior to the event and submit a copy to the Town Clerk.

[ Affixing any forms of decoration or publicity without prior approval by the Town Clerk or Selectboard.

Renters please note: The Town Hall Auditorium is located in semi-residential neighborhood, and located above the Town of Pawlet offices. Renters of the space, Monday – Friday during business hours, should keep all activity below a normal noise level. If amplified sound is employed, it must be kept below 80 db. All amplification must cease by 12:00am. Failure to comply with the 80db restriction throughout the concert will result in the termination of event and forfeiture of all deposits.

Cancellations must be made 24 hours in advance of rental start date, or fee is non-refundable.

In consideration of the above, the undersigned agrees to pay the rental fee stated above to the Town of Pawlet. A refundable deposit of \$\_\_\_\_\_ must be returned with the signed copy of this agreement, which will be retained and returned via US Mail within a period of two weeks following the date of the rental unless the security deposit, or a portion of it, is forfeited in accord with this agreement.

Town of Pawlet  
122 School Street  
Pawlet, VT 05761

\_\_\_\_\_  
Signature of representative of renting

\_\_\_\_\_  
Signature of Town Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please sign both copies of this contract, retain one for your records and return the second copy to the Town of Pawlet with the agreed upon deposit. All checks should be made payable to the Town of Pawlet and sent to the above address.