

TOWN OF WEST RUTLAND POLICY REGARDING USE OF TOWN HALL

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

Section I. Fees General:

- A. The Town Manager shall charge fees based upon the following schedule.
- B. The Town Manager may split custodial fees among users if more than one organization is using the building at any given time.

Section II. Fees Specific:

A. Town and School Governmental Boards and Agencies

- Includes:
- 1. Town Meetings
 - 2. Selectboard
 - 3. School Activities
 - 4. Planning Commission
 - 5. Board of Zoning Adjustment
 - 6. State Agencies when sponsoring hearing relevant to citizens of West Rutland.
 - 7. Regional Planning
 - 8. Recreation Department Activities
 - 9. Friends of the Town Hall
 - 10. Scout Group Meetings
 - 11. Historical Society
 - 12. Marble Valley Players will be charged fees based upon a separate contract

FEE: There will be no charge to the group when the building is used for the purpose of meetings, hearings, etc.

B. Service Groups – Governmental Use, Public Benefits, Non-Profit Events and Non-Profit Fundraisers

- Includes:
- 1. Other meetings and fundraisers
 - 2. Political Party Election Day Activities (Local, State, National)

FEE: Service groups shall be requested to pay custodial expenses, plus an operating expense fee of \$35 per hour during the winter months (October 15-April 15), or a \$20 per hour charge during the period of April 16 – October 14.

C. Non-Service Groups

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

FEE: Non-Service groups will be required to pay custodial expenses, plus a \$65 per hour operating expense fee during the winter months (October 15 – April 15), OR \$35 per hour during the April 16- October 14 period)

Section III. 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 of Town and School may supersede any routine activities.

Section IV. Application Process:

- A. Extended Use – Groups wishing to use the building for an extended period of time may arrange to do so on a contract price basis. Contract negotiations will be made through the Town Manager.
- B. Recreation Department Sponsored Activities – Shall be required to make arrangements for the use of the Auditorium
- C. Other – All other groups wishing to use the building shall make arrangements through the Town Manager.
- D. A damage deposit will be required
- E. An insurance certificate will be required

Section V. Regulations:

- A. All groups shall be responsible for providing the necessary supervision to assure the buildings reasonable use and to prevent vandalism
- B. Groups will be responsible for any damage occurring during their use.
- C. Police Officers shall be assigned to activities if attendance exceeds 250 people or at the discretion of the Town Manager.
- 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 Town Manager or his/her designee regarding their particular use of the building.
- F. References from previous Rental building may be required.
- G. No alcoholic beverages or controlled substances allowed.

Section VI. Reserve Auditorium Procedure:

All reservations for the use of the Auditorium for the upcoming year should be in by January 1 to insure you get the dates requested.