

REGULATIONS GOVERNING TOWN HALL USE:**SECTION I: TOWN HALL USES:**

A) The use of the Hall is limited to Windham residents, organizations, and Town employees. Under no circumstances will the Hall be rented to non-residents or out-of-town political/other organizations. Fees for use shall be as follows:

- | | |
|---|-------------------------------|
| 1. (See Attachment A) | No Charge |
| 2. Residents/Employees | \$75 + \$100 Security Deposit |
| 3. Town Political/Private Organizations | 75 + \$100 Security Deposit |

B) Any form of commercial/for profit activity is strictly prohibited.

C) The use of the Hall by the following for official business shall always take precedence over any other use:

1. Board of Selectmen
2. School Board
3. Planning Board
4. Board of Adjustment
5. Conservation Commission

All others are hereby advised that, in the event an immediate need for the space arises, non-governmental uses may be deferred with little or no notice. In general, such instances are most likely to occur during evening hours, Monday through Thursday, due to unanticipated numbers in attendance at regularly scheduled Board meetings.

D) Requests for use of the Hall during normal business hours shall be evaluated on a case by case basis to ensure that there is no disruption of or interference with Town services to the general public.

E) Under no circumstances will the Hall be booked for more than three (3) separate functions/activities on any given day. Nor will events be scheduled such that an overlap may occur. A minimum buffer of two hours shall be maintained between events for which set-up/clean-up by the Maintenance Staff will be necessary.

F) Under no circumstances will the Town's tables/chairs be rented or loaned for use outside the meeting hall for any purpose other than a Town sanctioned event.

SECTION II: SPECIFIC RULE PROVISIONS

A) With the exception of cake candles and continually monitored sterno warmers, open flames are prohibited.

B) The use of alcohol at any function shall be subject to the "Alcoholic Beverage Ordinance" (#WIN 2:01:15:81) passed in 1981, and approval by the Chief of Police.

SECTION III: APPLICATION:

An “**Application for Rental of Town Hall**” shall be completed and signed by the applicant, and the rental fee and security deposit (if applicable) paid before the hall may be used. Signature on the application indicates acceptance of premises “as is”, as well as responsibility for the condition of the premises after the activity is held. Application for rental must be made at least two (2) weeks prior to use. 24-hour notice is requested for any cancellations. Rental fees received shall be refunded in full in the event of a cancellation.

SECTION IV : PAYMENTS:

The Town will accept cash or two (2) personal checks made payable to the “Town of Windham” as payment for Rental Fees and Security Deposit. The Town will not accept second party checks. Payment is expected at the time of application, unless other arrangements are made in advance. There is a \$20.00 fee on any returned check.

SECTION V : ENTRANCE/EXIT:

- A) For evening, weekend, or holiday activities, the applicant must sign out a function key and one-time alarm code from the Administrative Offices, between the hours of 8AM and 4PM, no earlier than the last regular business day immediately preceding the scheduled event. Applicant is responsible for ensuring the return of the key no later than the first regular business day following the event. A key drop-box is available in the rear stairwell of the Town Hall. Lost keys should be reported immediately, and are subject to a \$15 replacement fee.
- B) It shall be the applicant’s responsibility to ensure that, upon vacating the Hall, the front and back doors are securely locked and the security system is armed.
- C) Applicant is responsible for ensuring that the Hall, kitchen area, and stairwells are swept (a broom is available in the rear corner of the room for this purpose). In addition, tables, counter and sink areas should be thoroughly wiped down, and all trash securely bagged and placed in the bed of the Town Maintenance truck parked by the rear door.
- D) Applicant is responsible for ensuring that all tables are broken down and stacked in the rear corner by the kitchen, and that all chairs are folded and returned neatly to the racks (maximum 50 chairs/per rack).

SECTION VI : GENERAL:

- A) In the event of **medical or police emergencies**, dial “9” then 9-1-1 from the phone located in the kitchen area.
- B) Access is limited to the upstairs Hall/kitchen area and the restrooms located on the first floor only. Applicant is permitted use of the kitchen appliances.

- C) The Hall is handicapped accessible via the rear entrance, and includes elevator access to the upstairs. For safety reasons, applicant shall ensure that children are not allowed to play in or around the elevator.
- D) There will be no smoking permitted anywhere within the building.
- E) Maximum seating capacity with tables is 86 persons. Maximum "stadium" seating with a head table is 153 persons (*see attached*). Applicant is responsible for ensuring the applicable limit is not exceeded during the activity.
- F) There shall be no decorations or other materials affixed to walls, woodwork, window/door frames, floors, or fixtures. Tables and chairs may be decorated, provided those decorations are attached only with tape or string and are removed entirely after the rental activity.
- G) To avoid damage to the flooring, tables and chairs are not to be dragged across the floor when setting up or breaking down the room. Additionally, should the intended activity involve any actions that could potentially damage the flooring, applicant shall take all reasonable steps to ensure said damage is avoided (i.e. requesting their attendees remove high-heeled footwear prior to dancing).
- H) The following items/services are NOT provided:
 - 1. Setup/breakdown of the hall
 - 2. Linens, tableware, etc.
 - 3. Coffee pot
- I) During the course of any function the building shall remain open and available for inspection by Town officials to ensure compliance with the rental agreement rules and regulations.
- J) Multiple date rental privileges may be revoked by the Town Administrator for any infractions of sections IV and V, and/or the application agreement.
- K) Any persons or organizations who have not complied with all these rules and regulations may be denied future use of the hall.

SECTION VII : FORFEITURE OF SECURITY DEPOSIT:

The Security Deposit may be forfeited in full, or in part, for any of the following reasons:

- A) Damage to building, furnishings, and/or equipment.
- B) Hall and accessory areas not cleaned and vacated before 1:00 AM of the day following its use as required in Section IV.
- C) Monies for custodial services, calculated at the current hourly wage paid by the Town, shall be deducted from the applicant's security deposit for violations of B and/or C above.

SECTION VIII : DAMAGES:

Applicant is hereby notified that should the cost of damage(s) occurring to any part of the Town Hall building/area as a direct result of the applicant's negligence exceed the amount of the security deposit, the Town of Windham has an obligation to pursue any legal action available in order to collect said moneys from the applicant.

SECTION IX : WAIVERS:

Waivers to any provisions of this regulation, including the fee to be charged for a specific use(s), may be granted by a majority vote of the Board of Selectmen.

SECTION X: AMENDMENTS:

This policy may, from time to time, be amended by a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Effective Date - 1996

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns
Board of Selectmen

Amended by the Board of Selectmen - 11/09/98, 09/27/99, 04/17/00, 03/19/07

Attachment A

Subject to addition or deletion by the Board of Selectmen, the following organizations are currently eligible to utilize the Town Hall at no charge.

- *All Town Departments*
- *American Legion*
- *Board of Adjustment or any official sub-committee thereof*
- *Cable Advisory Board or any official sub-committee thereof*
- *Canobie Lake Protection Association*
- *Capital Improvement Committee*
- *Cobbetts Pond Improvement Association*
- *Cobbetts Pond Village District*
- *Community Band or any official sub-group thereof*
- *Community Stewardship Committee or any official sub-committee thereof*
- *Conservation Commission or any official sub-committee thereof*
- *Fire Association*
- *Friends of the Library of Windham*
- *Garden Club*
- *Historic District/Heritage Commission*
- *Historical Committee*
- *Historical Society*
- *Housing Authority*
- *Local Boy Scouts, Brownies, Cub Scouts, Daisy Troop, and Girl Scouts*
- *Knights of Columbus*
- *Ladies Fire Auxiliary*
- *Lion's Club*
- *Nesmith Library Board of Trustees*
- *Newcomer's Club*
- *Parent Teacher Association*
- *Planning Board or any official sub-committee thereof*
- *Police Association*
- *Recreation Committee or any official sub-committee thereof*
- *Rockingham Planning Commission*
- *School Board*
- *Senior Citizens Inc*
- *Sister City Committee*
- *Strategic Planning Committee*
- *Technical Advisory Committee*
- *Town Sanctioned Recreational Programs*
- *Trails Committee*
- *Trustees of the Cemetery*
- *Trustees of the Windham Museum*
- *Windham Actors Guild*
- *Windham Baseball/Softball League*
- *Windham's Helping Hands*
- *Windham High School Boosters*
- *Windham "Hoops" Basketball*
- *Windham Lacrosse*
- *Windham MOM's Club*
- *Windham Soccer Association*
- *Women's Club*

APPLICATION FOR RENTAL OF TOWN HALL:

SECTION I : APPLICANT INFORMATION:

Name of Applicant/Organization: _____

Rental Date: _____ Time: From _____ To _____

Purpose of Rental: _____

Rental Fee: **\$75.00** (Paid)_____ Security Deposit: **\$100.00** (Paid)_____

(Two (2) separate checks payable to: Town of Windham. No second party checks accepted.)

SECTION II : APPLICANT AGREES TO THE FOLLOWING:

- A) To pay the applicable Rental Fee and Security Deposit, according to the rates described in the attached "Regulations Governing Town Hall Use".
- B) To realize an obligation to safeguard Town property by controlling access to and conducting the aforementioned activity according to the "Regulations Governing Town Hall Use" attached to this application.

I affirm that I am twenty-one years of age or older and that I have read and understand the "RULES AND REGULATIONS GOVERNING TOWN HALL USE". I will represent the above-named group (if applicable) on matters pertaining to the event or activity.

Date

Signature of Applicant

Printed Name

Address

Telephone Number

For Office Use Only:

Approved: Yes _____ No _____

Town Administrator

Date: _____

**APPLICATION FOR USE OF TOWN HALL – ADDENDUM
REQUEST FOR EXCEPTION FROM SECTION II (B)**

SECTION I : APPLICANT INFORMATION:

Name of Applicant/Organization: _____

Rental Date: _____ Time: From _____ To _____

Purpose of Rental: _____

SECTION II : GENERAL :

- A) The undersigned hereby requests exception from Section II, sub-section “B” of the “Regulations Governing Town Hall Use” to allow for the consumption of alcohol at the aforementioned event.
- B) The undersigned herein agrees to ensure that: 1) there will be no sale of alcohol or bar set-up and; 2) no alcohol will be provided to, in the possession of, or consumed by anyone under the legal age of 21 for the duration of the event.
- C) The undersigned herein agrees to reimburse the Windham Police Department at the current officers’ rate of \$_____/hour in police detail services, if required, for the duration of the event.
- D) The undersigned herein agrees to hold the Town harmless from any liability that may result from granting of this exception to the “Regulations Governing Town Hall Use”.

SECTION III: CERTIFICATION:

"I affirm that I am twenty-one years of age or older and that I have read and understand the “Rules and Regulations Governing Town Hall Use”, and that I fully understand the provisions of this addendum."

Date

Signature of Applicant/Group Representative

Printed Name

Address

Telephone Number

For Office Use Only:

Approved: Yes _____ No _____ _____

Chief of Police

Detail Required: Yes _____ No _____ Date: _____