

TOWN OF BRIDGTON
POLICY For the Use of the TOWN HALL/RECREATION CENTER
26 North High Street

The Town of Bridgton recognizes that the Town Hall is a substantial community asset. To maximize the use of the Hall a strict scheduling process has been implemented. To minimize the burden on taxpayers, a users' fee will be charged. The Town currently collects approximately one-third of the operating costs of the Hall in fees.

PRIORITY OF USE

1. Municipal functions (Town Meetings, Public Hearings, Elections, etc.); Town recreation programs.
2. Groups using the Hall on a long-term basis or for annual events as long as the agreements are signed a minimum of two months prior to the date of the event. The Recreation Director is authorized to obtain signed agreements up to a year in advance of the event in order to ensure the availability of the Hall for a particular date.
3. All other groups on a first come, first served basis.

FEE FOR USE

1. \$100 per day by any not-for-profit group or resident. Must be Bridgton based.
2. \$200 per day by all others.
3. No fee for Town-sponsored or co-sponsored events and activities.
4. A reduced daily fee may be established by the Recreation Director when the Town shares in the gross income of the event.
 - A. The Daily rate goes hourly but no less than \$15 per hour with a minimum of 7.5% share for short term rentals which occur less than 3 times per week and less than 3 weeks in each month.
 - B. The Daily rate goes hourly but no less than \$10 per hour with a minimum of 5% share for long term rentals.
5. Multiple use/events of the facility—same day or long term—may have a reduced rate but no less than \$10 per hour.
6. Fees associated with celebrations related to the homecoming for active or immediately retiring or returning Bridgton military personnel from global conflicts may be fully waived upon written request to the Recreation Director, whose decision may be appealed to the Board of Selectmen.
7. A custodial fee of at least \$50 shall be charged for events which, in the opinion of the Recreation Director, require custodial service. This may be billed after the event when the need for the service becomes apparent.
8. Any other exemptions not listed in this schedule are no longer available to any applicant.

REGULATIONS

The Recreation Director is authorized to grant approval for the use of the Town Hall/Recreation Center in accordance with this policy and the following regulations:

1. Request for the use of the Hall must be made in a timely fashion to the Recreation Director. The process shall be to call first and check if dates are available. An agreement shall be completed and returned for authorized signature. No date is confirmed until contracts have been signed by both parties. Fees must be paid at this time.
2. The Town reserves the right to deny anyone or any organization the use or rental of the Hall and facilities when, in the opinion of the Recreation Director or Police Chief the use may jeopardize the safety of the public; such activities might overtax the capacity of the building; create an untenable traffic or parking situation; or when such use would not be in the best interest of the inhabitants of Bridgton. The Police Chief and/or the Board of Selectmen may require police coverage of certain events, the cost of which will be borne by the lessee.

3. Lessee(s) shall be held liable for any damage to the Hall, facilities or premises incurred during the period reserved under this agreement. Damage must be reported to the Recreation Director. No nails or screws may be driven or screwed into walls, doors or floors, but may be used in a strip of 1" X 4" board which extends around the Hall at a height of 5' for this purpose. Use of pushpins or thumbtacks is allowed.
4. Lessee(s) shall be responsible for cleaning, picking up and removing any and all materials they wish to retain following an event. For events requiring a custodian, the custodian shall be responsible for closing and locking the Hall and turning out lights.
5. Lessee(s) shall be responsible for removing excess trash (i.e. any trash not fitting in waste cans provided) for noncustodial events. A trash dumpster is available across the parking lot for disposal.
6. Tables and chairs may not be taken or used outside of the building. Groups requiring tables and chairs outside the Hall must provide their own.
7. Groups wishing to use the marquee must submit the message they want in writing at least one week before requested starting date. PLEASE KEEP MESSAGES BRIEF. Not all requests for marquee use may be accommodated.
8. Combination to the Hall may be obtained by contacting the Town Office (647-8786) two days prior to the event. Please keep this combination confidential. Keys for the Hall office may be obtained (if needed) by contacting the Recreation Director two days prior to the event.
9. The use of alcohol may be permitted only with approval of the Recreation Director AND the Chief of Police. Functions at which alcohol is available may require the presence of a uniformed officer. Groups must indicate on the contract if alcohol will be available. Groups are financially responsible for an officer if one is required. Groups must take full financial and legal responsibility for any ramifications as a result of alcohol being used or served at an event at the Town Hall. Any person or group providing/serving alcoholic beverages to others must present a certificate of insurance naming the Town as an additional insured for the event. BYOB events do not require such certification, but this agreement makes it clear that each person bringing alcoholic beverages on to Town property will be responsible for his/her own actions. BYOB events require approval of the Board of Selectmen in a timely fashion so that an approved permit can be sent to the state at least 72 hours prior to the event.

adopted April 28, 1992
section 9 revised July 28, 1992
fees, custodial service revised Feb. 13, 1996; 2001
fee structure revised; exemptions eliminated Nov. 24, 2009

TOWN OF BRIDGTON
TOWN HALL/RECREATION CENTER
Facility Use Form

Date submitted _____

Contact person _____ Phone _____

Address _____ E-mail _____

Organization _____

Nature of program _____

Occupancy _____

Date and Time IN

Date and Time OUT

The State Fire Marshal has set the capacity of this building at: 225 when tables and chairs are used; 299 without tables and chairs.

Requested: ____ Number of tables ____ Number of chairs

Will alcohol be present at this function? ____ Yes ____ No

NOTE: Any person or group providing/serving alcoholic beverages to others must present a certificate of insurance naming the Town as an additional insured for the event. BYOB events do not require such certification but each person bringing alcoholic beverages on to Town property will be responsible for his/her own actions. A BYOB form must be submitted for Town approval before mailing to the state with a \$10 fee.

Combination to the Hall may be obtained by calling the Town Office (647-8786) two days prior to the event.

I have read and understand the policies and regulations governing the use of the Town Hall/Recreation Center. I accept full responsibility for the activities of the group I am representing in this agreement.

Rental Fee: _____ Signed _____
Lessee

Fee Paid: _____ Signed _____
Recreation Director

Marquee information: _____
(Please be brief)
15 letters per line _____
maximum _____

The Board of Selectmen reserves the right to abrogate an agreement when it deems that extenuating circumstances exist or it would be in the best interest of the Town. In this situation all deposits/payments made to the Town will be refunded in full.