

TOWN OF ASHBURNHAM

Town Hall, 32 Main Street
Ashburnham, MA 01430

APPLICATION FOR USE OF TOWN PROPERTY

Revised and Adopted – 9/8/09

1. Organization Name: _____

2. Contact Person: _____

3. Check facility requested: Daytime Phone # _____ Home Phone # _____

A Fairbanks Memorial Town Hall – Auditorium _____

B. Fairbanks Memorial Town Hall – Lower Level Meeting Room _____

C. Town Hall Grounds _____

D. Winchester Park and/or Bandstand area _____

E. Stevens Memorial Library Grounds (Chapel Street side) _____

F. Public Safety Complex – Training Room ** _____

G. Other: _____

4. Date of Activity: _____ Rain Date: _____

5. Number of People Expected: _____ Hours of Use: _____

6. Purpose for Use _____

7. The applicant, through its authorized representative whose signature appears below, agrees to comply with all the terms and conditions as contained in the Board of Selectmen’s policy for the use of town property.

Signature of Applicant: _____

Print Name & Title: _____

No smoking is allowed in any public buildings.

** Requires **both** Fire Chief and Police Chief approval _____

(in addition to Town Administrator approval) Fire Chief

Police Chief

Application approved with the following conditions: _____

Approved and applicant notified: _____ Not approved: _____

Town Administrator: _____ Date: _____

**POLICY
USE OF TOWN PROPERTY**

**I. It is the intent of the Town of Ashburnham to make available for use to all qualified applicants, town property as described further in this policy.
The Board of Selectmen must authorize any exceptions to this policy.**

II. Description of property available to use:

- A. Fairbanks Memorial Town Hall Meeting Room, upstairs
 - Elevator, Stage, seats 180 people, no tables, restricted balcony access.
- B. Fairbanks Memorial Town Hall Lower Level Meeting Room
 - Seats approximately 20 people, 2 tables
- C. Town Hall Grounds
 - Front lawn and steps, electrical power supply limited, restroom use limited
- D. Winchester Park and/or Bandstand
 - Electrical power supply limited, restroom use limited to user providing custodial coverage, user to empty rubbish
- E. Stevens Memorial Library Grounds (Chapel Street side)
 - Same as C and D above.
- F. Public Safety Complex – Training Room
 - Available only for public boards, committees and commissions and safety related activities and requires approval of Fire Chief and Police Chief.

III. Eligibility: The following groups and/or individuals shall be eligible to use town property:

- A. All town boards, committees and commissions.
- B. Non-profit organizations based in Ashburnham.

The following groups and/or individuals shall not be eligible to use town property.

- A. Those who discriminate in their membership, programs or philosophy on the basis of race, color, creed, sex or any other qualifiers.
- B. For profit organizations.
- C. Organizations that will use town property to conduct religious services or the presentation of religious doctrine.
- D. Organizations that are comprised of youth unless accompanied by an adult (21 years or older).
- E. Those who fail to abide by this and other policies, rules and regulations pertaining to use of town property.

IV. Sign Up Procedures

- A. Town boards, committees, commissions:
 - 1. Regularly scheduled meetings: Meeting places and times are posted with the Town Clerk. Changes from the posted schedules shall be made with the Assistant to the Town Administrator. The Assistant to the Town Administrator, to the extent possible, shall attempt to comply with desires, but in the event of conflicting schedules, the decision of the Assistant to the Town Administrator shall be final.
 - 2. Special Meetings: Town boards, committees, commissions wishing to hold special meetings on dates other than regular meeting dates shall submit their request for meeting space on an approved form to the Town

Administrator and Custodian. Unless there is a conflict with other users, the request shall be granted.

B. Non-Profit Organizations Based in Ashburnham

Non profit groups shall submit their request for use of town property on an approved form to the Town Administrator at least 10 days before the date of requested use. If necessary or appropriate the Town Administrator will consult with the Board of Selectmen, other town department heads and the Custodian before approving or disapproving the request. The Town Administrator may attach conditions to the approvals, which may be appropriate for the type of meeting or function being planned.

V. Room Use Charges

A. Town boards, committees and commissions: No charge.

B. Non profit organizations: No charge, except for the following:

- Upstairs Meeting Room (Auditorium) Town Hall which will have a \$50.00 per hour user fee to reimburse the Town for clean up, utilities, overtime rate for the building custodian and insurance coverage.
- Public Safety Complex – Training Room as follows:
 - o 8 hours or less use per day \$60.00
 - o Each additional 8 hours per day \$25.00
 - o Kitchen use per function per day \$25.00

C. The Town Administrator, at his discretion, may determine that special circumstances require a user fee for other locations as well.

VI. Rules & Regulations

A. The user is responsible for setting up for their meeting or function and returning furniture to its original place after the meeting or function is completed.

B. The user is responsible for clean up of the town property including the picking up of all litter, the removal of any display material and if applicable the cleaning of all kitchen equipment and utensils.

C. No alcoholic beverages allowed. Smoking is not allowed in any public buildings.

D. The user agrees to release the Town for any and all damages from any cause to persons or property during its use of town property and it indemnify and pay the Town for any damages to its property resulting from the use of said property. The user also agrees to indemnify and hold harmless the Town against any and all claims which may be made against the Town for property damages and personal injuries sustained by any person including the user which may result from the use of said property by the user.

E. The Town at its discretion may require the user to furnish a certificate of insurance indicating the Town of Ashburnham as an additional insured for the following coverage:

Personal & Bodily Injury:	\$200,000
Property Damage:	\$100,000

Please contact the Town Administrator's office with any questions or concerns regarding the use of Town Property for any function or meeting at 978-827-4104 extension 109.