

**Whately Town Hall Building Policy**  
**194 Chestnut Plain Road, Whately, MA 01093**

## **1.0 Purpose**

In keeping with the long-standing tradition and practice of promoting a sense of community and serving the public good, the Whately Town Hall will continue to be made available primarily for Town government uses and for use by the public when the proposed activity or event does not interfere with the operations of the Town government. In furtherance of these objectives, the Whately Selectboard has adopted this building policy to ensure the building is used in a responsible manner that protects one of the Town's most important historical assets.

## 2.0 Available Rooms & Furnishings

2.1 The following rooms are available for use by Town departments, boards, committees and commissions, as well as the general public in accordance with this Policy.

Room Name	Description
Auditorium	This large second-floor room has high ceilings, large windows, acoustic panels, dimmable lights, and a performance stage that makes the room suitable for a wide variety of activities. This space is approximately 1,800 square feet including a 400 square foot raised stage with performance appropriate lighting and a sound system. Handicapped accessibility to this room is by way of a lift located in the new addition at the rear of the building. This space can accommodate approximately 150 to 175 people depending on furniture arrangements.
Meeting Room	This smaller first-floor room (Virginia Allis Community Room) is suitable for use by smaller groups of people. This space is approximately 370 square feet. Handicapped accessibility to this room is by way of a ground level entrance to the new addition at the rear of the building. This space can accommodate up to 35 people depending on furniture arrangements.

2.2 The following facilities are available to users when using either the Auditorium or the Meeting Room.

Facility Type	Description
Kitchen	A small kitchen is available on the first-floor of the building. The kitchen includes a refrigerator/freezer, four-burner electric stove, sink, microwave, and a small number of cooking utensils.
Restrooms	Handicapped accessible restrooms are located off of the first-floor main hallway near the front entrance to the building.

2.3 Users of the Town Hall shall not move furniture or equipment between rooms or outside the building without the permission of the Town Administrator, or his/her designee.

2.4 Users of the Town Hall shall not bring in any additional equipment or furniture (e.g. tables/chairs, etc.) unless the items are approved and inspected by the Town Administrator, or his/her designee. All furniture and equipment must have felt pads or similar protective coverings to protect the wooden floors in the Town Hall.

### 3.0 Reservations

- 3.1 Reservation requests shall be processed on a first-come first served basis with priority given to Town government meetings, events and activities.
- 3.2 Reservation requests from Town departments, boards, committees and commissions shall be made a minimum of forty-eight (48) hours in advance by contacting the Office of the Town Administrator. The submission of a completed Town Hall Use Application, user fee or security deposit is not required.
- 3.3 Reservation requests from the general public shall be made at least one (1) week in advance by submitting a completed Town Hall Use Application to the Office of the Town Administrator. Any applicable user fee and security deposit shall be submitted at the time the reservation request is submitted. Certificates of insurance, if required, shall be submitted at least seven (7) days prior to the scheduled activity.
- 3.4 Members of the general public wanting to schedule multiple events may schedule multiple events up to six (6) months in advance by submitting a single Application and a security deposit, if required, in accordance with Section 6.2 of this Policy.
- 3.5 The Town Administrator shall be responsible for approving or denying reservation requests in his/her discretion. The decision of the Town Administrator may be appealed to the Selectboard. The Town Administrator and Selectboard may impose conditions on its approval of events at the Town Hall.
- 3.6 The Town Administrator and Selectboard reserve the right to reject a reservation request if the anticipated event is likely to be unreasonably disruptive to the neighborhood, disruptive to regular town operations, too large for the room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with this Policy.
- 3.7 Cancellations less than five (5) calendar days before the date of the scheduled event shall result in the forfeiture of the user fee, if applicable. The Selectboard may waive the forfeiture of the user fee if it finds that extenuating circumstances existed that warranted cancelling the event without adequate notice to the Town, such as inclement weather.

#### **4.0 Inclement Weather**

- 4.1 In the event that the Town of Whately closes for a weather emergency then events scheduled at the Town Hall are presumed to be cancelled and the Selectboard and Town Administrator takes no responsibility for notifying participants. It is the responsibility of the user to check [www.whately.org](http://www.whately.org) to learn of any weather-related closings.
- 4.2 If in the discretion of the Town Administrator the weather conditions improve and the Town Hall can be accessed safely then he/she may decide that the activity may proceed as scheduled. It is the responsibility of the user to contact the Town Administrator to request that the event not be cancelled.

## 5.0 User Fees

5.1 The following user fees shall apply to the usage of the Town Hall by the general public.

	Whately Resident, Whately Based Organization Whately Based Non-Profit Organization or Whately Based Business	All Others
Auditorium	No Fee*	\$150.00 for up to 4 hours
Meeting Room	No Fee*	\$75.00 for up to 4 hours

*\* If a fee is charged to attend the event then the user shall pay the rate for "All Others"*

5.2 Users may use the rooms for multiple four (4) hour time periods in single day so long as the user pays the fee, if applicable, for each four (4) hour period of time (e.g. 8 hours of usage of the Auditorium requires the payment of a \$300 user fee).

5.3 The Selectboard reserves the right to waive or reduce any and all user fees at its sole discretion.

## **6.0 Security Deposit**

- 6.1 Any member of the general public using the Town Hall for an event that is reasonably expected to attract over fifty (50) attendees shall provide the Town with a \$100 refundable security deposit. The security deposit shall be submitted to the Office of the Town Administrator when reserving a room.
- 6.2 If otherwise required, members of the general public with multiple events scheduled over a six-month period may submit one refundable \$100 security deposit payment for all events in the six-month period. However, if the amount of the refundable security deposit held by the Town for that user falls below \$100, the Town Administrator or Selectboard may refuse to allow access to the Town Hall for future events until the full amount of the refundable security deposit is restored.
- 6.3 The security deposit shall be returned within fourteen (14) days of the event, or in the case of users with multiple events over a six-month period fourteen (14) days from the last event, less any deduction, as determined by the Town Administrator, for extraordinary cleaning expenses or to pay for damage to the Town Hall or the Town's personal property.
- 6.4 The Selectboard reserves the right to waive or reduce any and all security deposits at its sole discretion.

## **7.0 Insurance**

7.1 Any member of the general public using the Town Hall for an event that is reasonably expected to attract over seventy-five (75) attendees shall obtain insurance in the form and amounts as provided below

7.1.1 General liability insurance of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit and umbrella liability of at least \$2,000,000 per occurrence.

7.1.2 The Town of Whately shall be named as an additional insured.

7.2 A certificate of insurance in the form and amounts as provided above shall be submitted to the Office of the Town Administrator at least seven (7) days prior to the scheduled event.

7.3 The Selectboard reserves the right to waive or reduce any and all insurance requirements at its sole discretion.



## **8.0 Availability of Town Hall, Priority of Uses & Prohibited Uses**

- 8.1 Whately Town Government meetings, functions, events and activities shall have priority usage of the Town Hall with no beginning or end times.
- 8.2 The Town Hall is available for use by the general public for events and activities between the hours of 7:00 am and 10:00 pm.
- 8.3 To allow for setup prior to an event and cleanup after an event, a user may access the Town Hall thirty (30) minutes before the start time (6:30 am at the earliest) and remain in the Town Hall for cleanup purposes for thirty (30) minutes after the end of the event (10:30 pm at the latest).
- 8.4 Large private parties in excess of fifty (50) people, including but not limited to banquets, wedding receptions and holiday parties are not allowed at the Town Hall.

## **9.0 Rules of Usage & Conduct**

- 9.1 Noise shall be kept to a reasonable level inside and outside of the building. Amplified sound from inside the building shall not exceed levels at which it can be heard on any property not owned by the Town of Whately.
- 9.2 On-site parking is restricted to marked parking areas only. Under no circumstances are vehicles to be parked on any grass area, along the Town Hall driveway leading behind the Post Office or in the parking spaces marked as “Smikes House Residents Only.” Additional parking is available along Chestnut Plain Road. Under no circumstances are vehicles to be parked in such a manner that blocks access to driveways along the public street.
- 9.3 Smoking of tobacco and the use of illegal substances in the Town Hall and on Town Hall property is strictly prohibited.
- 9.4 The consumption of alcohol in the Town Hall and on Town Hall property is strictly prohibited.
- 9.5 Users of the Town Hall shall confine their activities to the specific room identified in the Application. Users shall refrain from entering onto neighboring private property from the Town Hall property.
- 9.6 Users of the Town Hall shall ensure the maximum capacity of the rooms is not exceeded.
- 9.7 The posting of materials anywhere inside or outside of the building is forbidden except on the bulletin boards provided by the Town for that purpose or on a self-supporting sign provided by the user that is not attached to the building.
- 9.8 Temporary signage is permitted on the day of the event and must comply with the Town of Whately’s Zoning Bylaw for signage and this Policy. All temporary signs must be removed at the conclusion of the event.
- 9.9 The Town Hall shall be left in an orderly and clean condition (i.e. broom clean). Users of the Town Hall that do not leave the building in an orderly and clean condition may forfeit all or a portion of their security deposit to pay for extraordinary cleaning costs.
- 9.10 Users of the Town Hall shall remove any waste and recyclables in excess of the available receptacles.

## **10.0 Indemnification & Liability**

- 10.1 Users of the Town Hall are responsible for paying for the replacement or repair of lost, stolen, or damaged Town Hall equipment, furnishings and other personal property, as well as for any damage to the building. Users of the Town Hall may forfeit all or a portion of their security deposit to pay for such costs and may be billed for additional costs if the security deposit does not fully cover the costs incurred by the Town to repair the damage or replace the equipment.
- 10.2 The Town of Whately, the Selectboard, the Town Administrator and other town employees assume no responsibility for the loss, theft, or damage of property owned by any group or individual using the Town Hall.
- 10.3 All users of the Town Hall agree to indemnify and hold harmless the Town and its employees, officers, agents, and representatives from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of their use of the Town Hall, its furnishings, or its equipment.

## **11.0 Reservation of Rights**

- 11.1 The Selectboard, Town Administrator or his/her designee shall have the right to access the Town Hall and to make inspections at any time and at any occasion to insure compliance with this Policy and other rules and regulations of the Town of Whately.
- 11.2 The Selectboard may suspend and/or revoke the Town Hall use privileges of individual or groups that violate this Policy or repeatedly cancel events.
- 11.3 Exceptions to this Policy may be made at the discretion of the Selectboard as it deems in the best interest of the Town.
- 11.4 This Policy may be amended by the Selectboard at any duly noticed meeting of the Selectboard.