

TOWN OF HYDE PARK

BUILDING USE POLICY & AGREEMENT

Purpose:

The Town of Hyde Park offers space for public meetings at the Fire Station, Town Municipal Building and at the Lanphear Memorial Library. The purpose of this policy is to establish guidelines for the use of these facilities to permit the frequent use of said facilities while ensuring the safe and proper use of the buildings and related facilities.

General Policies:

1. Smoking - No smoking is allowed in any Town owned buildings.
2. Alcohol - No alcohol is allowed in any Town owned buildings or on Town owned land.
3. Library - Specific use policies for the Library shall be established by the Library Board of Trustees.
4. Applicability - This policy does not apply to the town recreation facilities. Specific policies for the use of these facilities shall be determined by the Recreation Committee respectively.
5. Hyde Park Fire Department – Specific use policies for the fire department shall be established by the Fire Chief.

Permitted Uses:

The Town of Hyde Park will make its facilities available on a first come, first serve basis to the groups and organizations listed below and are to be permitted during times when the facilities are not being utilized by the Town of Hyde Park. Permission to use said facilities will be granted on a case by case basis to be approved by the Selectboard.

1. Town boards, commissions, committees, staff or town sponsored programs;
2. Local social service or community service groups, neighborhood associations;
3. Federal, state, regional or local non-profit groups which wholly or in part benefit Hyde Park residents or employees; and
4. Professional associations which wholly or in part benefit town employees.

Use Fees:

To be determined

Responsibility:

1. One person (over the age of 21) for each group must be designated and will be held responsible for the actions of the members of that group.
2. If any damage occurs to a Town facility as a result of a group's use, cost may be assessed to that group.
3. Contact person is responsible for securing the room after use by their group, turning off all lights, cleaning, and clearing out trash and group materials.

Reservations:

1. Reservations may be made by calling the Town Clerk's Office. Before a reservation will be accepted, a fully executed original copy of the Building Use Policy & Agreement must be on file at the Town Clerk's Office. A new Building Use Policy & Agreement will need to be signed and filed annually. The Building Use Policy & Agreement is available online at www.hydeparkvt.com or in the Town Clerk's Office.
2. Reservations will be granted on a first come, first served basis.
3. The Town of Hyde Park reserves the right to cancel, reschedule, or postpone any activity at its sole discretion.
4. Submission of an application does not guarantee acceptance.
5. No fees can be charged to attendees of any meeting held in a public facility without written permission from the Town of Hyde Park.
6. The fact that an organization is granted permission to meet in any town-owned building in no way constitutes endorsement by the town of the policies or beliefs of that organization.

Code Compliance:

All groups using Town facilities must comply with all local, state and federal codes, regulations and laws, including all fire and safety codes.

Indemnification and Hold-Harmless:

Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

Dated this _____ day of _____, 20__.

Town of Hyde Park

By _____
(Duly authorized Agent of Town)

RENTER:

(Print name of organization above)
Address: _____
Town: _____ State _____ Zip _____
Contact name: _____
Contact phone number: _____