

Rules Governing the Rental and Use of Sherburne Hall

As Adopted at BOS Meeting June 2, 2009

The Hall will be rented to organizations or made available to individuals for meetings as outlined below. The Hall is not available for personal use or for private parties. Since the Hall is the site of many municipal meetings, such meetings will have priority over other uses.

Use Fee: A charge will be made for the use of the Hall of \$150 for a day (\$250 for non-residents) or any part of a day whenever furniture moving and cleaning is required. In addition a charge of \$15 per hour for any weekend or off hours use when no staff is present. This includes any use extending after close of business on a work day. This will pay for a site supervisor (see below) who will be on duty when the Hall is in use.

If the group using the Hall can obtain a volunteer site supervisor of their own and which person is fully acceptable to and pre-approved by the Town there is no charge for the supervisor.

Site Supervisor: The site supervisor will be responsible for unlocking and locking all applicable doors, shutting off all lights, being sure all participants are clear of the building, notifying the Parks and Recreation Director or Town Administrator of any unusual situations, and dealing with any problems or questions the user may have regarding the Hall.

Official Uses: Town of Pelham departments, boards, committees, and elected or appointed officials using the Hall for Town business will not be charged. No site supervisor will be required.

Fees for Use During Business Hours: Groups using the Hall for events during normal Town of Pelham business hours and which do not require the removal of furniture will be charged a refundable \$50 cleaning fee only. The fee will be refunded if the Hall is left in the condition in which it was found and no additional cleaning is needed - excluding reasonable trash and bathroom cleaning. The Park and Recreation Director or designee shall inspect the premises and determine if a refund is in order.

Rehearsals: Rehearsals for events already booked into the Hall will incur no charges other than the site supervisor fee(s) provided no furniture is required to be moved out of the way. Daytime rehearsals will be treated as “meetings” and thus require no supervisor.

Extended uses of the Hall: *Tenants using the Hall for more than one day will pay the \$150 fee and \$50 per day thereafter. Larger fees may be required depending on the length and nature of use. These fees will be determined in advance.*

Unanticipated costs, damages

The Town reserves the right to impose additional charges, regardless of the length of use, if the use is not as described or if the use creates additional costs for the Town which were not reasonably anticipated at the time of rental. Tenants will be held responsible for any and all damages to the building or equipment.

Kitchen: Kitchen use must be approved in advance. The kitchen is designed for light uses, i.e. warming food in crock pots, making coffee, and the like – NO cooking regardless how it is done. Absolutely no food may be left behind. The kitchen must be left clean. Supplies left behind become the property of the Town.

Reserving the Hall: Scheduling for uses of the Hall will be made through the Parks and Recreation Dept. which will also be responsible for the collection of fees. The Fire Dept. will receive, for its information, a copy of all applications for use of the Hall.

Application for Use: Application for use of the Hall must be made on the form designated for this purpose. No use of the Hall is to be considered approved unless and until written approval is received by the applicant.

Tables and Chairs: Groups are responsible for providing their own tables and chairs. The side chairs already in the Hall may be used free of charge as may the 6' plastic tables the town owns. Unless other arrangements are made they must be returned clean and where they are found.

Fire Codes: All applicable fire codes must be met by anyone using the Hall. Failure to respond appropriately to any action required by the Fire Chief or designee may result in the immediate closure of the Hall or penalties or both.

Lighted candles, open flames, pyrotechnic devices and the like are strictly prohibited. Sterno type heaters for chafing dishes may be used with the prior approval of the Fire Dept

Federal, State, and Local regulations: It is the responsibility of anyone renting the hall to comply with all applicable federal, state, and local codes and regulations. Individuals or groups using the Hall assume responsibility for their actions and consequences. The Town is not responsible for lost, stolen, or damaged property.

Walls, ceilings, doors: Objects may not be affixed to the walls, ceiling, doors, etc. without prior approval and arrangement.

Halls and lobbies: Use of the Hall does not include use of the Town Hall lobby or hallways other than for passage. Any other use requires prior approval.

Smoking: Smoking is strictly prohibited in the Hall and all municipal property by state law.

Noise: Noise or music must be maintained at a level so as not to disturb the neighborhood. Noise during business hours must not unreasonably disturb people working in town offices. The site supervisor will determine if these noise levels have been exceeded.

Trash: Trash removal from the premises is the responsibility of the renter. The Town does not provide dumpster service.

Alcohol: Alcohol consumption is prohibited on all Town property by Town ordinance. (Article 62, 1988 Town Meeting.) There are no exceptions. Use of alcoholic beverages may result in immediate loss of the use of the Hall and applicable penalties.

Liability insurance required: The Town requires groups using the Hall to show proof of at least \$1,000,000 liability insurance. If a group does not have insurance, the Town will, if requested, provide information about how the group may obtain, at its own expense, one day coverage through the NH Local Government Center's insurance program.

Individual Uses: The Hall may be scheduled for use by individuals who are town residents to hold meetings in the same manner that the Town makes other public spaces available for meetings during normal business hours. After hours meetings are subject to fees as outlined above. The Town may waive such fees where no relocation of furniture and equipment is required or where, in the judgment of the Town, the impact of the meeting is minimal. A site supervisor will be required for after hours meetings.

The uses of Sherburne Hall are subject to the policies and procedures set forth above. The Selectmen or their designee may impose reasonable additional requirements according to the use requested.

The Town does not discriminate and recognizes that the Hall is property of Pelham residents available to all subject to the rules and policies above.