

TOWN OF STONINGTON
32 MAIN STREET • P.O. BOX 9
STONINGTON, MAINE 04681



STONINGTON TOWN HALL/ BUILDING USE POLICY AND GUIDELINES

Policy:

It shall be the policy of the Stonington Board of Selectmen that the Town Hall/Buildings will be made available to responsible individuals, clubs, groups and organizations when not required by the Town for its own sanctioned programs. Uses may include but not be limited to meetings, information workshops and other public service related functions. **The Town of Stonington retains the exclusive right to make necessary decisions regarding schedule changes and the acceptance, refusal or withdrawal of permission for use of the facility at its own discretion.**

Priority Use of the Facility:

The availability of the Stonington Town Hall/Building shall be determined only after all municipal government meetings and functions have been scheduled, including but not limited to Board of Selectmen, Town appointed committees, Department related functions and sponsored programs, School Committee meetings/elections, functions, and activities as well as any other government level functions and activities.

The immediate secondary priority use of the Hall shall be for Town of Stonington community programs including any Town of Stonington based organizations or residents.

Individuals and organizations from outside the Town of Stonington shall be afforded the use of the Town Hall only after it has been determined that the use would not conflict with any of the above.

Scheduling:

Interested parties may schedule for the use of the Town Hall through the Town Offices at 32 Main Street, PO Box 9, Stonington, ME 04681 - (207) 367-2351. In all instances the requesting party must complete all of the necessary forms, provide for the necessary insurance and make the required security deposit before any approval is granted.

Use Guidelines:

The following guidelines shall be followed by any user. Failure to abide by these guidelines shall be cause for future denial to that user or their entity.

-Arrangements for early building access must be made with the Town at least 72 hours in advance of the scheduled rental excluding weekends and holidays.

-The maximum occupancy for any use is governed by the Fire Chief and the NFPA Life Safety Codes. The maximum number of people permitted shall not exceed 125.

-The user must provide their own supplies, materials, service and eating items, though they will be able to use any existing tables and chairs.

-No alcoholic beverages or illegal drugs are permitted on the municipal property or within the building. No smoking is allowed in the building.

-The use of weapons, open flames including candles, or other incendiary devices and effects are prohibited from the facility.

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-Entrances and exits must not be blocked by any of the activities conducted by the user or their entity.

- Users may not affix any decorations and the like to the walls of the facility. Anything taped to the windows must be with masking tape only.

-Except for service animals assisting persons with disabilities, no animals are permitted in the meeting space unless prior permission from the Town Manager is obtained.

-The meeting space must be returned to a tidy condition, trash carried out and all tables and chairs returned to their proper storage, all lights, fans and other items properly turned off, and the thermostat set no higher than 58-degrees. In other words take what you bring in when you leave. If town staff has to complete this task, there will be a charge against the security deposit.

-Please report to the Town Offices anything that was not properly working or was broken before the event began, or became unworkable during the event. This includes spillage on the rugs or floors. If stains occur, the Town will have a commercial cleaner work to remove the stain, and there will be a charge against the security deposit.

-A lack of respect for the facility or town staff by the user or their group may be cause for the denial of a future use of the building.

Insurance Certificate:

Within three (3) days of scheduling, the user will have to provide the Town with a certificate of liability insurance coverage, and have the Town of Stonington named as additionally insured. Groups/ or users may obtain TULIP insurance from the Town's insurance provider Maine Municipal Association, as an option. If a certificate is not provided within the time frame, the Town will not hold the date requested and it will return the security deposit and rental fee.

Rental Fee and Security Deposit:

The following fees and deposits shall apply to users who are not affiliated with or sponsored Stonington Town Government or its boards or committees:

Less than 3 hours/deposit
\$25.00 fee plus \$25.00 deposit

More than 3 hours/deposit
\$50.00 fee plus \$50.00 deposit

Other Costs:

If additional custodial or administrative services are required during the event or as a result of the event, the user shall be charged at a rate of \$20.00 per hour for a minimum of two hours and for all hours there after. A partial hour shall be considered a full hour.

Cancellation Policy:

The scheduled event may be cancelled at any time by the original applicant up to 24 hours prior to the scheduled start of the event for a full refund. If the cancellation occurs within twenty- four hours of the event, then a flat charge of \$25.00 shall be charged to cover the cost of personnel used to prepare the building for the rental.

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Policy Review:

The Town of Stonington may revisit this policy from time to time, make revisions as it sees necessary and may cancel this policy if it is determined not to be in the best interest of the Town of Stonington for reasons including but not limited to damage, destruction and rapid deterioration of the Town Hall.

Point of Contact:

Persons wishing to enter rental agreements shall make such arrangements through the Town Manager at the above address and telephone number. The Town shall provide prospective renters with an application form identifying the organization name, contact name and phone number, mailing address, date and time of event and a description of the proposed use at a minimum.

Policy approved this 15th day of March, 2010 by:

Christopher Betts

Stephen Robbins III

Richard Larrabee Sr,

Donna Brewer

Evelyn Duncan