

Town of Leyden Policy on Use of the Town Hall and Town Common

The Town Hall is a Town-owned building and is available for use by the community for both private and community-related events. Interested users must obtain a copy of this policy, which includes an application-for-use form, and a lease agreement with Rules of Use.

Applications for use should be submitted to the Town Coordinator as far in advance as possible to insure availability and timely processing. In certain cases, the Select Board will require an insurance rider, local alcohol permit, and/or police presence, all of which would be the applicant's responsibility to secure PRIOR to the signing of a lease agreement. The leasing fee (see Application for fee schedule) is payable at the time of lease signing.

If police presence is required, the applicant is responsible for coordinating with Bernardston Police Chief for coverage and payment.

The Town Coordinator of the Town will designate a representative to inspect the area for any damages/deficiencies within 72 hours of the event and report any findings to the Town Coordinator.

Town sponsored event fee may be waived by the Select Board.

Requests for use for recurring regular events will be considered by the Town Coordinator on a case-by-case basis, with consideration to the impact on the building, equipment, and limitations on the use of the building by others.

The needs of the Town take precedence over other requests.

User's Responsibilities and Procedure.

1. Submit the completed application to the Town Coordinator as early as possible.
2. Upon notification of application approval, the user must meet with the Town Coordinator to sign the lease agreement and submit payment for the leasing fee. Payment can be by check or money order made payable to the Town of Leyden.
3. Be responsible for paying for any damage to the building as a result of their use.
4. Supervise all activities.
5. Be trained by a ServSafe representative of the Town in the use of the kitchen and its equipment. The training can be done just prior to the event. This training is coordinated by the Town Coordinator or the representative of the Town.
6. If the kitchen is used to prepare/serve or sell food to the public a ServSafe certified person and a Temporary Food Permit (available from the FRCOG Health Agent) are required.
7. Family gatherings (food is prepared and served to family members) and potluck events do not require a ServSafe certified person or Temporary Food Permit but users are encouraged to follow ServSafe protocols.
8. Coordinate with the Town Coordinator to unlock and lock the building.
9. Follow the Rules of Use (attached to the lease agreement).

Two Enclosures:

1. Application For Use of Town Hall
2. Lease Agreement

Application for Use of Town Hall

Name

Date

Address

Phone number

Email

Description of event/activity

Date of event/activity

Hours requested for use

Fees for Use (non-returnable and payable at lease signing)

Upstairs Hall \$ 75.00/day

Downstairs \$100.00/day

Entire Building \$175.00/day

Town Common \$75/day

Application review

Approved _____ Disapproved _____

Reason(s) for disapproval

ServSafe certified person required: yes _____ no _____

Police presence required: yes _____ no _____

Temporary food permit required: yes _____ no _____

Printed name of Town Representative

Signature of Town Representative

Town Hall Lease Agreement

The Town of Leyden Massachusetts, Lessor, does hereby lease the following areas within the Town Hall building (circle appropriate area(s), Entire building, Upstairs and bathroom, Downstairs and bathroom, Kitchen.

The term of the lease is for a period of _____ hours/days on _____ commencing at _____ and ending at _____.

The Lessee shall pay rent at the rate of \$_____ per day.

The Lessee shall use the leased premises only for the purpose of conducting Lessee's social gathering and agrees to abide by the Rules of Use (attached).

The Lessee acknowledges that no use shall be conducted in the leased premises which will be unlawful, improper, noisy, or offensive, or contrary to any law or any municipal by-law.

HOLD HARMLESS CLAUSE: The Lessee shall indemnify and hold harmless the Town of Leyden, Massachusetts from any and all claims for damages to person or property by the Lessee or any of its guests or agents.

Lessee further agrees that any alcoholic beverages made available by the Lessee, its guests or agents, shall be provided at the risk of the Lessee, and the Lessee shall and hereby does indemnify and hold the Lessor harmless from any and all claims, demands and actions arising therefrom.

Fee for Use required yes/no amount \$ _____

Total amount due check/money order amount \$ _____

(Checks/money order made payable to Town of Leyden)

Amount received \$ _____

Date _____

Leyden Town Representative

Lessee

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

Phone/email

RULES OF USE FOR THE TOWN HALL

1. The user will abide by all County, Town, and other ordinances, rules of the Board of Health, Police, and Fire Departments regarding public assemblies.
2. No parking signs must be observed around the Town Hall, Fire Department, and Highway Department. It is the responsibility of the user to ensure all participants of the event follow the no parking signs.
3. The user shall be responsible for the clean-up of the area immediately following the event. All tables and chairs are to be returned to their original places.
4. Only food brought in by the user may be used. Food stored in the refrigerator/ freezer labeled for COA, Café or other Town entity is for use by that entity only. All food and other items provided by the user must be removed from the area immediately following the event. "If you brought it in, you take it out!"
5. Personal consumption of alcohol is permitted. Alcohol consumption is restricted to the inside of the building. If the user provides alcohol (i.e. open bar) or if alcohol is to be sold, the user must obtain a 1-day event liquor liability policy and a Town liquor permit. A copy of the liquor liability policy must be provided to the Town Coordinator prior to the event. Failure to obtain a liquor liability policy may result in the cancellation of the event by the Town. Applicable State laws apply. [See Town Coordinator for details.]
6. If alcohol is provided or sold a police presence is required and is to be arranged at the user's expense with the Bernardston Police Chief
7. If amplified music is used, the music must be at an acceptable volume and shall not be used after 10:00 PM.
8. At the end of the event, all areas and bathrooms must be clean and trash removed, all lights turned off, thermostats turned down to 60 degrees and all doors secured and locked. Trash may be put in the dumpster at the Town Offices.
9. The use of drugs, tobacco/nicotine products, vaping or smoking are prohibited on or within 50 feet of Town property.

ADDITIONAL RULES OF USE FOR THE KITCHEN

1. The Temporary Food Permit (obtained from the FRCOG) and a ServSafe Certificate (if required) must be displayed in the holder on the kitchen wall.
2. All counters and surfaces used will be left clean and sanitized.
3. All dishes, utensils, pots, pans etc. **MUST** be washed, rinsed, sanitized and air dried or dried with a single use paper towel (no cloth towels) **BEFORE** and **AFTER** use.
4. Stove tops, ovens, and any appliances used **MUST** be cleaned of all spills and splatters.
5. Private/family users leave all kitchen items used on the large counter **AFTER** they are washed, rinsed, sanitized and air dried or dried with a single use paper towel (no cloth towels). All other users will put kitchen items away **AFTER** they are washed, rinsed, sanitized and air dried or dried with a single use paper towel (no cloth towels).
6. Re-sanitize all surfaces after use.

7. Turn off all stoves and exhaust fan. Shut off gas.
8. Unplug coffee maker.
9. Remove all food items you brought.
10. Sweep, mop floor.
11. Remove all trash.
12. Remove temporary food permit and ServSafe certificate.

Policy Approved: 10/3/22

Leyden Select Board