

RULES AND REGULATIONS FOR THE USE OF BUILDING AND GROUNDS

Users of the facilities and grounds must observe the following rules and regulations:

1. The individual/organization listed on the application will be held liable for any damage occurring to the building, grounds, equipment or other contents during the period covered by the application and event. Repairs and/or replacement will be made and costs assessed for said damage/replacement. Any repair/replacement bill remaining unpaid for more than thirty (30) days, after demand in writing has been made and sent by first class mail to the individual/organization listed on the application, will be assessed any additional charges as allowed by Town By-Law or state law. Cost of collection, including legal fees will be the responsibility of the individual/organization.
2. Adequate adult supervision must be provided at all times.
3. An applicant for the Grand Ball Room at Town Hall and/or Oliver Estate House and Grounds must submit a \$500 refundable check, made payable to the Town of Middleborough, at the time of application. This sum will be refunded if the area is left clean and undamaged.
4. The use of the building is confined to the area or facility stipulated in the application. **All other areas of the building or grounds are strictly out of bounds.**
5. **The Town of Middleborough is relieved of any liability.** All groups must sign and return to the Town Manager's office an Indemnity Agreement or Insurance Policy as applicable, see page 10 for exceptions.
6. Access to the building will not be granted unless a custodian/security person is present. The custodian/security person must remain on duty during the entire period covered by the application. The custodial/security fee exception is on page 5. If the custodian/security person has been signed off and additional cleaning is required by the custodial staff the group/individual renting the facility will be charged for this cleaning.
7. There shall be **NO SMOKING INSIDE THE BUILDING.** Smoking is allowed outside and tobacco products must be properly extinguished and deposited in receptacles provided.
8. Serving of alcohol will be allowed in the grand ballroom at Town Hall as well as the Oliver House estate at the sole discretion of the Board of Selectmen and with the appropriate license approval, insurance requirements and signed indemnification agreement. It must be under the supervision of and dispensing by a bonded bar-tending service. Applications must be submitted jointly by the organization and bar-tending service.
9. Any organization or individual desiring to serve alcoholic beverages must first obtain the appropriate license and prior approval by vote of the Board of Selectmen. The licensee shall provide proof of a policy of liability insurance to cover liability claims, including liquor liability claims. The Town of Middleborough will be named as an additional insured. Coverage will be provided by and at the expense of the licensee and in the amount(s) as required under the Insurance Requirements section of the application.
10. In addition to liquor liability insurance, any organization or individual desiring to serve alcoholic beverages is required to provide a liquor licensing fee of either \$30 or \$50 (see page 6) and an additional charge of \$100.00 will be assessed to offset the additional insurance cost to the Town. The group/individual will also be required to provide, at their own expense, a paid police detail. For in-Town nonprofits, the paid Police Officer detail requirement is at the discretion of the Town Manager. The number of officers required will be at the sole discretion of the Police Chief.

Custodians/security personnel have been advised not to allow dispensing of alcohol until and unless the police officer is in attendance.

11. The group or individual renting the facility is responsible for securing and paying any police, outside security or other EMT services required.
12. Conservation of heat, lights, and water must be a priority.
13. The renter shall not cause or allowed to be caused any attachments of any kind to the walls, floors ceilings, chandeliers or any other part of Town facilities. Any request for attachments must be submitted with the application and have prior approval from the Town Manager.
14. Use of other equipment:

PIANO IN GRAND BALLROOM

- a. The piano may not be moved under any circumstances. Any organization violating this provision will be billed for any required moving, re-tuning, and/or damage resulting from the movement. When not in use, the cover is to be left on the piano and bench.
- b. No renter shall place or cause to be placed any light, lamp or other illuminating device on the piano unless protective material is placed under the illumination so as not to mar the finish.
- c. Whether or not the cover is on the piano and/or bench, **NO** food, drinks, radios or other items are to be put on the piano and bench.

PUBLIC ADDRESS SYSTEM

The Town will allow the public address system and podium to be used should the group/individual require it.

ELEVATOR FOR BALLROOM:

The elevator is provided for handicapped access to all floors. The transporting of equipment or additional furnishings to the grand ballroom is prohibited. Weight limitations must be adhered to at all times. You must plan accordingly and make your own arrangements for bringing items to the second floor.

OTHER EQUIPMENT:

Prior approval from the Town Manager must be obtained before any other equipment or furnishings are brought into the building. These items must be listed on the application. You must also provide protective coverings on the bottom of any such equipment so as to prevent serious damage to floors. The custodian/security person should be consulted if you have a question.

13. Use of Grounds: Because of the underground sprinkler system at Town Hall, vehicles are not allowed on the lawn area. In-ground stakes are also prohibited.
14. Materials considered by the Town Manager to be a safety or fire hazard will not be permitted.
15. Candles and other open flames are prohibited inside the facilities. Fog machines are also banned from the Grand Ballroom. Use of sterno burners in conjunction with food service is allowed.
16. Parking of vehicles is the responsibility of the renting organization/individual, and must be handled so that driveways are not obstructed for use of other vehicles or fire department apparatus. Driveways

must be kept clear at all times. Illegally parked cars will be towed at vehicle owner's expense.

17. Adhere strictly to the time limits on your application. A stay of even five minutes extra may cost the sponsoring organization/individual additional fees.
18. The sponsoring organization/individual must present a copy of the approved "Town Hall Application & Utilization Agreement" form to the custodian/security person on duty. Custodians/security persons have been instructed not to allow anyone in the building without the appropriate signed form.
19. The custodian/security personnel will report any damage of building, grounds or equipment to the Town Manager who will then make a report to the Board of Selectmen.
20. Please be considerate of the neighbors. Any complaints received will be kept on file and may adversely affect future requests by any individual/organization.
21. Leave the grounds and building in the same condition you found them.
22. Cancellations must be made by notifying the Town Manager's Office or by telephone (508) 947-0928 two weeks prior to the planned event or activity. A refund will be given for unused deposits, rental fee and any pre-paid custodial/security personnel costs paid. However, if the funds have been turned over to the Town Accountant for deposit to the Town accounts you may have to wait until a Town Meeting for return of your money.
23. Insurance requirements and amounts will be at the sole discretion of the Town Manager and in accordance with the Insurance Requirements section of the application on page 10.
24. Any additional conditions set by the Town Manager with the application approval must be strictly adhered to as well as these rules and regulations.
25. Any violations of these rules and regulations, additional conditions as stated by the Town Manager, Town policy, by-law, state or federal law will result in the function being shut down immediately. Any deposits or fees already paid will be forfeited and any fees due will be assessed and the loss of future privileges will result.

Approved by the Middleborough Town Manager on _____.