

MUNICIPAL BUILDING USE

I. GENERAL

The selectmen of Norway wish to encourage the use of the municipal complex facilities when they are not in use. In all cases scheduled functions shall have priority in the use of facilities.

II. APPLICATION FOR AND SCHEDULING OF MUNICIPAL COMPLEX FACILITIES

All groups desiring to use the municipal complex shall make application through the office of the town manager.

III. CATEGORIES OF GROUPS

Categories of groups permitted to use the facilities are as follows:

- A. town sponsored groups;
- B. school related groups such as parent-teacher associations, scouts and YMCA;
- C. youth agencies, service organizations, cultural groups and state agencies;
- D. other groups.

IV. FEES

Category A: no charge

Categories B & C: only fees for custodial services required as a result of the scheduled activity (\$25.00 for the first two hours, \$7.50 per hour for each subsequent hour.)

Category D: a flat use fee, plus a fee for additional services, as required

SPECIAL NOTATIONS:

Kitchen use will be by special permission of the Fire Chief or his/her designee.

Nothing can be affixed to the walls.

V. PAYMENT OF FEES

Use fees: All fees are payable to the Treasurer, and checks should be sent to the town office.

Damage fees: Custodians will assess any damages and report to the town manager following each event. Users will be liable for the replacement costs of any damaged items. Payment must be made within 30 days or within a time frame approved in writing by the town manager.

VI. AGREEMENTS OF BUILDING USE

1. Continued use of facilities will depend on prompt payment of rental charges and adherence to rules and regulations.
2. The kitchen shall be used only with permission.
3. The town manager is responsible for scheduling the use of the facilities.
4. One adult shall be selected by each group to be held responsible for supervision and proper care of the facilities. This person shall also be held responsible for a safe and orderly environment.
5. Any group using the facilities in which a crowd of people is expected shall provide and pay for sufficient proper constabulary protection, fire protection, and parking attendants.
6. Smoking is not permitted in the building. Failure to adhere to this regulation shall mean immediate loss of privileges.
7. Any damage to the building caused during the rental period will be paid for by the group renting the facility. Any such damage must be immediately reported to the custodian or other town representative on duty.
8. No alcoholic beverages are permitted on grounds. Failure to adhere to this regulation shall mean immediate loss of privileges.
9. Decorating, bringing in scenery or moving pianos or other furniture is prohibited unless special permission is granted.
10. Immediately after use, the contracted area shall be restored as found.
11. Nothing shall be sold, given, exhibited or displayed without permission.
12. Representatives of the town must have free access to all rooms at all times.
13. The right to revoke a permit at any time is reserved by town authorities.
14. No reservations will be made until the facilities use application is approved by the town manager.
15. A representative of the town shall be present while the facilities are being used and shall unlock and lock the rented facilities at the direction of the tenant and according to the times set forth in the contract. Ordinarily, the representative of the town will be custodian.
16. The hourly rates to be paid for required town personnel shall be current rates.
17. A copy of this policy and any additional provisions must be attached to the application and the use of facilities contract.
18. All agreements on the "Use of Facilities" shall be contract form issued and signed by the town manager.

VII. USE FOR PRIVATE GAIN

The use of the buildings, grounds and equipment by an individual or group for the purpose of private gain shall be permitted when:

1. such use is sponsored by some other organization which is not operated for private gain;
2. a worthy educational, civic or charitable purpose will be serviced;
3. alternate facilities are unavailable and use of town facilities is in the public interest.

TOWN OF NORWAY
APPLICATION FOR USE OF MUNICIPAL ROOM

1. NAME OF ORGANIZATION: _____

2. DESCRIPTION OF ORGANIZATION: _____

3. DESCRIPTION OF PROPOSED ACTIVITY: _____

4. DATE(S) AND TIME(S) REQUESTED: _____
(Please include time necessary for preparation and clean-up)

5. ARE YOU CONTRACTING FOR USE OF THE KITCHEN AS WELL? _____

6. WHO WILL BE IN ATTENDANCE AT THE PROPOSED ACTIVITY? _____

7. WILL THERE BE AN ADMISSION PRICE? _____

8. ARE FUNDS BEING RAISED AT THE PROPOSED ACTIVITY? _____

9. A BILL WILL BE SENT FOR CHARGES OF \$25.00 FOR THE FIRST TWO HOURS, \$7.50 PER HOUR FOR EACH SUBSEQUENT HOUR FOR THE MEETING ROOM TO COVER THE COST OF THE JANITORIAL EXPENSES. THE CHARGE FOR THE KITCHEN SHALL BE IN ADDITION TO THE ABOVE AND IS DEPENDENT UPON THE TYPE OF USAGE PLANNED.

10. INDIVIDUAL WHO WILL BE PERSONALLY RESPONSIBLE FOR OBSERVANCE OF THE REGULATIONS:

NAME: _____ TELEPHONE: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

***IF BILLS ARE TO BE SENT TO OTHER THAN INDIVIDUAL RESPONSIBLE,
PLEASE INDICATE:

NAME: _____ TELEPHONE: _____

ADDRESS: _____