



DANVILLE TOWN HALL USE POLICY

Danville Town Hall
36 US Route 2 West, P. O. Box 183
Danville, VT 05828
(802) 684-3426 phone (Selectboard office)
(802) 684-9606 fax ♦ email: adeprospero@danvillevermont.org

Local organizations and community groups may utilize the Town Hall Auditorium and Meeting Room after regular office hours for meetings, activities, and special events in accordance with the requirements set below.

Reservations are required for each activity and all applications will be on a first come, first serve basis. There will be no multi use agreements and the approved user may not enter into any sublease agreements with a third party. A person knowledgeable of the building and approved by the Selectboard, or their representative, must be on duty at all times to supervise the building when in use.

At the discretion of the Selectboard or authorizing person, some events may require additional supervision which must be provided by the user. Each organization or group will appoint one person who will act as an agent for the user and who must accept full responsibility for the user. This person must be present at the event or activity and ensure that everyone present follows the rules and is responsible for cleanup, closing and locking all windows and doors, and turning down the thermostat.

Provisions of Use:

1. The organization or group must ensure that all activities will be orderly and lawful and not of a nature to incite others to disorder, and will provide reasonable security arrangement appropriate for the activity.
2. The user will be liable for any and all damages resulting from improper activities or damage to the building or equipment. There are to be NO staples, tacks or nails, tape, etc. used on any surfaces in the building and NO decorations to be hung from the lights or sprinklers. There is to be NO smoking in or around the building, NO open flames (candles, lighters, sparklers, etc.) and the use of alcoholic beverages on the premises ARE PROHIBITED.
3. Any activity for individuals under 21 must have adult supervision on the basis of one adult for every 15 young persons.
4. Particular care is to be exercised when moving objects not to hit the doors or walls, and they must be lifted and not dragged on the floor.
5. It is the user's responsibility to remove all property, materials, and equipment. Rubbish removal is the responsibility of the user. If rubbish is not removed, deposit will be forfeited. Rubbish is not to be left in the building. All floors including foyer must be free of debris, swept, vacuumed and/or mopped if necessary at the end of each function. Anything remaining will be disposed of within 48 hours of the event or by the following Monday, if rented on a Friday.
6. No activity shall last later than 11 pm. Maximum occupancy allowed by the State Fire Marshall at this time is 113 people in the Auditorium and 52 people in the Meeting Room.
7. No furnishings will be loaned out or removed from the building.

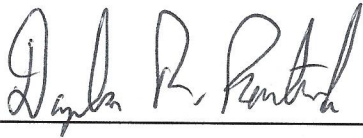
A Usage Fee of \$100/day for Danville Residents or \$200/day for Non Residents will be charged for the Auditorium and \$50/day for Danville Residents or \$75/day for Non Residents for the Meeting Room, including any setup and rehearsal time. Every use will require a \$100 Security Deposit and will be

returned after inspection of the facility. A \$20/day Heating Fee is required even with free use of the facility.

Local Non-Profit Organizations will not be charged for use, but will be accessed the \$100 Security Deposit along with the \$20 Heating Fee during applicable months (October 1 - April 30).

Application and Agreement Form must be completed and is not final until acceptance and receipt of the required fees are received. Use of the facilities may be revoked at any time for failure to abide by the rules and procedures as described herein. The Town Clerk, Selectboard or the Assistant to Selectboard is authorized to approve user request. A calendar of scheduled use of the building shall be maintained in the Town Clerk's office and Assistant to Selectboard's office.

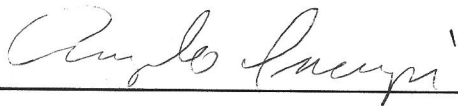
The Town of Danville does not assume any liability for the acts of any organization or group using the Town Hall facilities. For organized events, sponsors will be required to obtain their own liability insurance and provide the Town with a Certificate of Insurance naming the Town of Danville as an Additional Insured. The Selectboard shall be solely responsible for establishing criteria and granting the use of the Town Hall facilities. Revised and Approved by the Danville Selectboard on 12-21-2017.



Doug Pastula



Ken Linsley



Angelo Incerpi



Kellie Merrell



Eric Bach