

BUILDING USE POLICY WINDSOR TOWN HALL

Purpose:

The Town of Windsor offers space for public meetings in the Town Hall. The purpose of this policy is to establish guidelines for the use of these facilities to permit the frequent use of these facilities while ensuring the safe and proper use of the building.

General Policies:

1. Smoking/Vaping – Smoking/Vaping is not allowed on the premises.
2. Alcohol - Consumption or possession of alcohol is prohibited in the building or on Town owned property.
3. Open Flames - No open flames or candles.
4. No foggers are aloud.
5. Capacity No more than seventy-five (75) participants.
6. Noise - Noise shall be kept at a minimum at all times.
7. Code Compliance - All groups using the Town Hall must comply with all local, state, and federal codes, regulations and laws, including all fire and safety codes.
8. Illegal Substances - No use or consumption of illegal substances.
9. No weapons are allowed on the premises except for law enforcement.

Permitted Uses:

The Town of Windsor will make its Town Hall available on a first come, first serve basis for groups and organizations listed below, to use during times when the Town of Windsor is not utilizing the facility. The Town may grant exceptions on a case-by-case basis. The Town Hall will not be used for over night purposes.

1. Town boards, commissions, committees, staff, or town sponsored programs;
2. Local social service or community service groups, neighborhood or road associations;
3. Federal, state, regional or local non-profit groups which wholly or in part benefit Windsor residents or employees;
4. Professional associations that wholly or in part benefit town employees: and
5. Windsor residents and businesses.
6. All of the above will be at the discretion of the Town Manager.

Use Fees:

No fees will be charged for use of the Town Hall.

Responsibility:

1. Each group must designate one person over the age of 18 who will be responsible for the actions of that group and its members.
2. The responsible person shall pick-up a building key, if necessary, and shall be responsible for returning the key, preferably by putting it in the outside mail slot, before leaving the building. **If a key is not returned, or is lost, a fee of \$250 will be assessed to that group.**
3. Any damage that occurs to the Town facility because of a group's use may be assessed to that group.
4. The contact person is responsible for securing the room after its use, turning off all lights, and clearing out trash and group materials.

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WINDSOR TOWN HALL**

5. The cleaning supplies and vacuum cleaner are located in the upstairs utility closet beside the kitchen. If you use the last of any supplies, please let the Town Clerk know or replace them.
6. Rooms must be returned to their prior arrangement if chairs and tables have been moved. Failure to leave the building clean, with lights turned out, and in as good condition as it was found may result in loss of building privileges for future activities. A fee will be added if special cleaning and repair is required.
7. Double check that all windows are closed, turn off the stove/coffee pots/appliances, lights and fans, check that the toilets are not running, and make sure the doors are locked. If you have adjusted the thermostat, please be sure to reset it to 60 degrees.

Building problems

Please report any problems with the building or damage to the Town Manager at (207) 458-2756. If the problem is urgent and the Town Manager is unavailable, contact the Town Clerk at (207) 445-2998 during regular business hours or the Chairman of the Board of Selectman, Ray Bates (207) 592-0773.

Reservations:


1. A group can make a reservation by calling the Town Clerks' Office, or by completing a paper form and delivering it to the Town Clerks' Office.
2. The Town Manager, or her designee, will grant reservations on a first come, first served basis.
3. The Town Manager, or her designee, reserves the right to cancel, reschedule, or postpone any activity at its sole discretion.
4. Submission of an application does not guarantee acceptance.
5. No fees can be charged attendees of any meeting held in a public facility without written permission from the Town Manager, or her designee.
6. Granting permission to meet in any town-owned building in no way constitutes endorsement by the town of the policies or beliefs of that organization.

The Windsor Board of Selectmen Adopt this Building Use Policy. GIVEN UNDER
OUR HANDS THIS 6TH DAY OF AUGUST, 2019.

WINDSOR BOARD OF SELECTMEN


Ray Bates, Chair


Richard H. Gray Jr.


William Appel Jr.


Ronald F. Brann


Andrew Ballantyne

(Revised 4-8-14)
(Revised 8-6-19)

PLEASE READ!

For anyone who reserves the Windsor Town Hall on Saturdays, please DO NOT park on the side of the building facing the Post Office in front of the loading dock. The Post Office Gets deliveries on Saturdays and the truck utilizes the area to back up to the door. Also, please do not block the water house as it needs to be accessible to residents.

There are no formal fees for using our building, but donations are appreciated.

A few reminders:

- Take your trash with you when you leave **which includes the bathroom trash.**
- Tables and chairs need to be wiped down as we have noticed they are being put away dirty.
- Remember there is to be absolutely no alcohol or tobacco on the premises.
- Please do not leave doors open during your event.
- Before leaving make sure:
 - All windows are closed
 - All lights are off.
 - Heat is turned down to 55
 - **MAKE SURE EXTERIOR DOORS ARE LOCKED WHEN LEAVING.**

Please make sure to read all the rules for the Town Hall and abide by them so we can continue this service to our Windsor Residents.

TOWN OF WINDSOR
523 Ridge Road
Windsor, Maine 04363
207-445-2998

APPLICATION FOR USE OF FACILITY

Name of Organization: _____

Name of Individual: _____

Contact Person Responsible for the Event:

Name: _____ Telephone: _____

Address of Contact Person: _____

Nature of Group/Event: _____

Date of Event: _____

Time Span of Event: _____

(include set-up and clean up time)

Ongoing Event: Weekly Monthly Annually

Type of Space Requested: _____

Number Expected to Attend (*not over 75*) _____

Signature: _____ Date: _____

There are no formal fees for using our building, but donations are appreciated:

Donation Amount Given \$ _____

Office Use: (Do not complete)

Approval: _____

Key# _____ given to _____

Time _____ By _____

Customer Signature _____