

**TOWN OF DORCHESTER
SELECT BOARD**

POLICY: TOWN HALL FACILITY USE

The Dorchester Town Hall serves as a community facility to be used primarily for Town sponsored programs and functions. Its use is largely oriented towards a variety of town functions, including the annual Town Meeting, and youth events sponsored by the Dorchester Grange. It also serves as a polling place during elections.

The building and grounds are available for general community use for such functions as meetings or special events sponsored by private for profit or nonprofit groups. Such use however, shall not conflict with the primary uses of the facility. Specifically, there may be events or programs that are not compatible with use of the facility. The Select Board shall determine whether a program or event is compatible with Town Policies and Ordinances.

The following specific polices shall apply:

1. The facilities of the Dorchester Town Hall shall be open for all appropriate uses by the residents and property owners of the Town of Dorchester.
2. All users of the Town Hall will be required to enter into the attached Indemnification Agreement.
3. Ongoing use of the Town Hall by a particular group is generally not permitted. The Select Board, however, may make exceptions to this policy if in their judgment; there is a community benefit to such ongoing use.
4. Use shall be at the discretion and convenience of the Select Board and shall be subject to change or cancellation.

Agreement made as of this ____ day of _____, 20____ by and between the Town of Dorchester, a municipal corporation having a business address at 1021 NH Rte 118, Dorchester, New Hampshire 03266 (the "Town") and

the _____, a _____

having business address at _____

_____ (the "User").

For and in consideration of the Town agreeing to allow the User to utilize the Dorchester Town Hall, the Town and the User hereby agree as follows:

1. Specific Responsibilities of the User

- a. Smoking is not allowed in the building or grounds.
- b. Setting up and pick-up is solely the responsibility of the user.
- c. Room must be left clean and in substantially the same condition found by user. Trash must be removed from the property at the conclusion of the event.
- d. All windows must be closed.
- e. All lights must be turned off and all doors are to be secured.
- f. The applicant is responsible for any damage to the facility.
- g. Alterations of the facility are not allowed.
- h. Music may be played only at levels that do not disturb neighbors.
- i. The renter is completely responsible for the behavior of and damage caused by anyone attending the function.
- j. The user understands that the Town of Dorchester shall not be responsible for lost or stolen items.

2. Indemnification

For and in consideration of the Town allowing the User to use the Town Hall in the manner set forth herein, the User hereby releases the Town from any and all liability for loss or damage to real and personal property, personal injury or death arising from any use of the Town Hall herein described User.

The User will also indemnify, defend and hold harmless the Town and its officers, directors, shareholders, employees, servants, contractors and agents from and against any and all loss, liability, cost, expense or damage for property damage, personal injury or death of whatever kind or character which might arise from the use to which the Town Hall is put by the User, sponsored by the User or in any way affiliated with the User.

3. Insurance Policy

As a precondition to the User's use of the Town Hall, the User shall name the Town as an additional insured on its liability insurance policy or policies and provide the Town with a certificate of such insurance. Required coverage amounts shall be a minimum of \$1,000,000 per occurrence. However, if the organization or function is approved by the Select Board as a town sponsored event or function, then such insurance shall not be required. Instructions for obtaining a 'Tenant and User Liability Insurance Policy' are:

- a. Obtain permission for the event from the Town of Dorchester
- b. Obtain the "facility ID" password from the Town
- c. On the internet go to <https://www.ebi-ins.com/e/tulip/apply.aspx>
- d. Enter your information according to the instructions
- e. You can only bind the insurance by using a credit card

4. Conduct of Activities

The User agrees that it holds the sole responsibility for planning, conducting, and managing activities occurring at the Town Hall.

IN WITNESS WHEREOF, the Town and the User have executed this Agreement as of the date set forth above.

	Date
	Date
Town of Dorchester, Select Board	Date

User: _____ Date _____