

**TOWN OF BUCKFIELD  
MUNICIPAL BUILDINGS & FACILITY USE  
POLICY**

**I. GENERAL**

The Buckfield Select Board wishes to encourage the use of the Municipal Center and other facilities when they are available. In all cases scheduled functions shall have priority in the use of facilities.

**II. APPLICATION FOR AND SCHEDULING OF MUNICIPAL COMPLEX OR OTHER FACILITIES**

All groups desiring to use the Municipal Center or other facility 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 and non-profit groups;
- B. For-profit groups

**IV. FEES & DEPOSITS**

Category A: No charge or deposit

Category B: \$30 per event plus \$30 deposit (any series of classes less than six months is considered to be one event). A flat-use fee will apply for unique circumstances (such as a wedding at the Old Church on the Hill).

**V. PAYMENT OF FEES & DEPOSITS**

Use fees: All fees and deposits are payable to the Town of Buckfield, and checks should be sent to the Town Office.

Damage fees: Custodians or other staff 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**

- A. Continued use of facilities will depend on prompt payment of rental charges and adherence to rules and regulations.
- B. The Town Manager or his/her designee is responsible for scheduling the use of the facilities.
- C. 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.
- D. 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.

- E. Smoking is not permitted in any municipal building. Failure to adhere to this regulation shall mean immediate loss of privileges.
- F. Any damage to the building caused during the rental period exceeding the \$30.00 deposit will be paid for by the group renting the facility. Any such damage must be immediately reported to the Town Manager's Office.
- G. No alcoholic beverages are permitted on grounds. Failure to adhere to this regulation shall mean immediate loss of privileges.
- H. Decorating or moving furniture is prohibited unless special permission is granted.
- I. Immediately after use, the contracted area shall be restored as found.
- J. Nothing shall be sold, given, exhibited, or displayed without permission.
- K. Representatives of the Town must have free access to all rooms at all times.
- L. The right to revoke a permit at any time is reserved by Town authorities.
- M. No reservations will be made until the Facilities Use Application is approved by the Town Manager.
- N. Rooms are available during normal Town Office hours of operation. At times when the Town Office is not open, the applicant may be required to pay the wages of a Town employee to be present while the room is being used if a municipal representative duly authorized by the Town Manager is not available.
- O. The hourly rates (which may include overtime) to be paid for required Town personnel shall be current rates.
- P. A copy of this Policy and any additional provisions must be attached to the application and the Use of Facilities agreement.
- Q. All agreements on the Use of Facilities agreement shall be 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:

- A. Such use is sponsored by some other organization which is not operated for private gain;
- B. A worthy educational, civic or charitable purpose will be serviced;
- C. Alternate facilities are unavailable and use of Town facilities is in the public interest.

This Policy was enacted by the Select Board at a duly called Meeting on September 3, 2019.