

Amended: April 13, 2016

TOWN OF RICHMOND PUBLIC FACILITIES USE POLICY

Section 1 - Purpose

It is the policy of the Town of Richmond (hereafter “Town”) that some of the buildings, parks and other facilities owned by the Town should be made available to the general public to use for activities that benefit Town residents, at a reasonable cost. Therefore, the Town sets forth the following rules and regulations for the management and protection of the public facilities owned by the Town and for the protection of the persons granted permission to use the same.

Section 2 - Definitions

“Application Form” shall mean the “Public Facilities Application Form,” which is available in the Town office.

“Fee Schedule” shall mean the “Fee Schedule for Use of Town Facilities,” which contains the applicable fees for using public facilities, and is attached hereto.

“Public facilities” shall include the following buildings, parks and other facilities owned by the Town:

- Town Office Conference Room (Room capacity 34)
- Fire Department Conference Room (Room capacity 140)
- Police Station Conference Room (Room capacity 22)
- Public Works Conference Room (Room capacity 37)
- Lane Field
- Houdlett Field
- Umberhine Public Library (Room capacity 28)
- Waterfront Park
- Peacock Beach
- Town Forest
- Skateboard park, tennis courts and cross country trail.
- Roberts Hall (Room capacity 58)

“Selectboard” shall mean the Town of Richmond Board of Selectmen.

“Use Agreement” shall mean the “Public Facilities Use Agreement,” which must be signed by the applicant prior to use of the public facility.

Section 3 – Application Process

- A. Any individual, business, public or private school, and/or organization desiring to reserve a public facility for temporary, exclusive use must complete an Application Form. Application Forms are available at Town Office.

- B. All applications shall be submitted to the Town Manager or his/her designee for review. If the application satisfies the provisions of this Policy, it shall be approved by the Town Manager; provided, however, the Town Manager may, in his/her sole discretion, submit the application for review by and approval of the Selectboard.
- C. All applications to reserve public facilities must be submitted at least two (2) weeks in advance of the date of desired use in order to ensure adequate time to coordinate scheduling.
- D. The Town Manager, or his/her designee, is authorized to approve and arrange the scheduling of requests for use of public facilities. Scheduling shall be on a first come, first served basis; provided, however, that Town activities and programs will have first priority for use of public facilities.
- E. **All applicable user fees, as set forth in the Fee Schedule, must be paid by cash or check at the time the application is submitted to the Town Manager**, and checks shall be made payable to the “Town of Richmond.” If the application is denied, the fees shall be refunded in full.

Section 4 – Standards for Issuance

- A. The Town Manager shall approve an application submitted pursuant to Section 3 of this Policy only if the application meets the following criteria:
 - 1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
 - 2. Adequate parking facilities exist and are available to accommodate the number of expected attendees at the proposed event or activity at the public facility;
 - 3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
 - 4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
 - 5. The proposed event or activity shall not unreasonably disturb persons who own and/or occupy land that is adjacent to such public facility;
 - 6. The public facility or portion thereof to be used has not been reserved for other use at the day and hour required in the application; and
 - 7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.

- B. If the application is approved, the Town Manager shall designate the specific area within the public facility where the event is permitted to take place, based upon the foregoing criteria.

Section 5 – Conditions of Use

- A. Following final approval by the Town Manager or Selectboard, as applicable, the applicant is required to sign a Public Facilities Use Agreement.
- B. The applicant is responsible for leaving the public facilities in the same condition in which they were received, and shall be responsible for any loss or damage to facilities or equipment. The applicant shall be charged for any required repair or cleanup costs incurred as a result of the applicant’s use of the public facilities.
- C. The applicant is required to comply with all applicable federal, state and local statutes, ordinances and regulations, in addition to any policies or conditions imposed by the Town Manager or Selectboard upon approval of the application, including, but not limited to, the following:
 - 1. Arranging and paying for adequate security services by the Town of Richmond Police Department, if necessary;
 - 2. When the use of Town equipment is requested, arranging for qualified Town employees to be present and available for the operation of the same;
 - 3. Showing proof of liability insurance or adequate financial resources to cover any loss or damage to public facilities or Town equipment, and/or naming the Town as an additional insured on the applicant’s insurance policy;
 - 4. Posting a security deposit in case of damage to public facilities, or costs incurred by the Town as a result of the applicant’s breach of the Use Agreement.
- D. The applicant shall not engage in or allow any illegal activity to occur at the public facility. Illegal drugs, alcoholic beverages and/or tobacco products shall not be brought onto or consumed within the public facility.
- E. The applicant is responsible for any damage to the public facility or any part thereof caused directly or indirectly by the applicant or his/her agents, employees, guests, or invitees. The Town shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises for storage purposes or otherwise.
- F. As provided in the Use Agreement, the applicant is required to indemnify the Town for any claims arising from the applicant’s use of the public facility.

FEE SCHEDULE FOR USE OF PUBLIC FACILITIES

The following fees shall apply to the reservation and use of public facilities. At the discretion of the Town Manager or Selectboard, for good cause shown, the fee for reserving public facilities may be waived for non-profit community organizations or civic groups from the municipalities of Dresden, Farmingdale, Hallowell, Monmouth and Richmond; provided however, custodial fees or other costs for Town personnel may be assessed. **NOTE: The fees listed below do not include overtime pay for Town staff or service personnel, audio/visual technicians or the employment of security when required by the Town.**

1. Conference room:

- \$50 up to 4 hours
- \$100 over 4 and up to 8 hours

(Special request for more than 8 hours)

2. Library:

- \$25 for first 4 hours
- \$50 for more than 8 hours

3. Athletic Fields/Parks:

- \$50 for single time use
- \$200 for extended use during summer months

4. Public Works/Town Employee Fee:

- \$25 per hour

**TOWN OF RICHMOND
PUBLIC FACILITIES USE AGREEMENT**

This Agreement is by and between _____ (the "Applicant") and the Town of Richmond (the "Town").

1. The Applicant desires to reserve the public facilities designated in the completed Public Facilities Application Form, which is incorporated by reference herein, and has paid all applicable fees required by the Public Facilities Fee Schedule.

2. The Town Manager/Selectboard (**circle one**) has approved the application, subject to the condition(s) set forth in the Application Form.

3. The Applicant agrees to comply with the general terms and conditions set forth in the Town's Public Facilities Use Policy, which is incorporated by reference herein, in addition to the specific conditions set forth by the Town Manager or Selectboard in the Application Form.

4. The Town, its agents, officers, and employees shall have the right to enter the public facility at all times during the event to confirm that the Applicant's is in compliance with this Agreement. If the Town determines, in its sole judgment, that the Applicant has breached a term of this Agreement, the Town shall have the right to immediately terminate this Agreement prior to the conclusion of the event.

5. The Applicant releases and agrees to defend, indemnify and hold harmless the Town, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, harm or damage to persons or damage to property that may arise or occur during or in connection with the Applicant's use of the Town's public facilities.

6. This Agreement is not assignable to any other person or entity.

Signature of Applicant or Authorized Representative

Date

Print Name

Title

Signature of Town Manager/Selectboard Chairman

Date

Print Name

Title

USE OF THE COMMUNITY ROOM OF THE ISAAC F. UMBERHINE LIBRARY

The Community Room of the Isaac F. Umberhine Public Library is designed to meet informational, educational, cultural, and civic needs of the community.

The Community Room is available for both library and public use, in accordance with the following guidelines:

1. Library programs shall have first priority in scheduling use.
2. The Community Room is open to town and community non-profit organizations and non-commercial groups for meetings of a civic, educational or cultural nature.
3. The room shall be available on an equitable first-come, first-serve basis, without regard for the race, sex, religious affiliation, or political persuasion of those requesting its use.
4. Use of the Library meeting room does not constitute library or town endorsement of the program or philosophy of the group or individuals using the facilities.
5. All programs and meetings in the Community Room must be open to the public.

MAKING RESERVATIONS FOR THE COMMUNITY ROOM

Decisions regarding use of the Community Room will be made by the Library Director in accordance with the use policy.

Application must be made using the Town of Richmond Public Facilities Application Form as well as the attached Rules for the Use of the Isaac F. Umberhine Public Library Community Room.

RULES FOR USE OF THE ISAAC F. UMBERHINE LIBRARY COMMUNITY ROOM

Types of activities permitted: Meetings; Tutoring or Study Groups; Lectures, film showings and demonstrations; Community programs; Information fairs, displays; Service of non-alcoholic beverages and light snacks

Types of activities not permitted: Social events or parties; non-Library related money-raising activities or sales; Events charging admission fees

Functions which create audible disruption to normal library operations will not be allowed.

Juvenile groups must be supervised by at least 1 adult.

Organization sponsoring an event is responsible for setting up the room before the event and for clearing the room at the conclusion of the event. Chairs are limited to the amount provided by the Library for that area. Furniture and/or equipment from the main area of the library may not be brought into the meeting room. Additional chairs may not be brought into the Library. Total occupancy limit of 28 persons for the library conference room may not be exceeded.

The Library is not obligated to provide any support for set-up or break-down, irrespective of any fees paid to the Library.

Sponsor must provide all supplies such as pens, paper, pencils, magic markers, dry-erase boards and markers, etc. The Library cannot provide these items. Equipment, supplies or personal effects cannot be stored or left in the meeting room before or after use.

Stand-alone computers and projection equipment must be provided by sponsor. WiFi is available but the Library is not responsible for interruptions in the wireless connections. The Library is unable to accept phone messages for the sponsoring group.

The use of library walls or surfaces for the mounting or display of materials is not allowed.

Kitchen area must be cleaned thoroughly after use. Cleaning supplies are provided. All other supplies for serving refreshments must be provided by sponsor. All trash resulting from the serving of refreshments must be removed by the sponsor.

These rules are designed to supplement, not replace, the Town of Richmond Facilities Use Policy.

**TOWN OF RICHMOND
PUBLIC FACILITIES APPLICATION FORM**

Date of Application: _____

Note: Town of Richmond User Fee is due at time of Application. User Fee Enclosed: \$ _____

ORGANIZATION/GROUP/INDIVIDUAL

- A. Name: _____
- B. Contact Person: _____
- C. Mailing Address: _____
- D. Telephone No. [HOME]: _____
[WORK]: _____

Facility Requested: _____

Date(s) Requested: _____

Time Requested: _____

DETAILS OF USE

General Description: _____

Number of Participants: _____ Number of Spectators: _____

Refreshments: YES _____ NO _____ IF YES, DESCRIBE: _____

Special equipment/service requested: lights, chairs, tables, sound system, equipment, etc. (please specify):

Admission charge/other fees: YES _____ NO _____ If YES, describe charge or fee: _____

Anticipated total revenues from fees: _____

Is the applicant a bona fide non-profit organization organized under the laws of Maine?
YES _____ NO _____

Proof of insurance attached: YES _____ NO _____ If NO, explain reason it is not needed: _____

DEPARTMENT HEAD RECOMMENDATION

APPROVE: _____ DENIED: _____

Comments/conditions of use: _____

DATE:

[DEPARTMENT HEAD SIGNATURE]

TOWN MANAGER APPROVAL

APPROVE: _____ DENIED: _____

Comments/conditions of use: _____

DATE:

[TOWN MANAGER'S SIGNATURE]

SELECTBOARD APPROVAL [IF APPLICABLE]

APPROVED: _____ DENIED: _____

Comments/conditions of use: _____

DATE:

[CHAIRMAN'S SIGNATURE]