

Town of Williamsburg
Buildings / Facilities under control of Board of Selectmen
Policy

It is the policy of the Williamsburg Board of Selectmen to make certain town facilities available for local school, recreational, and community events. The Board or its designee is authorized to approve and schedule, or disapprove, the use of town facilities. Priority will be given to official town activities.

Part I. Rental and Use of Town Facilities

- A. Application – All individuals and non-official organizations wishing to use town facilities must submit an application to the Board of Selectmen, in a timely manner, specifying dates and times that the event will begin and end. Events occurring on an ongoing basis may be by one annual application. Any additional dates will require a separate application.
- B. Agreement – An approved application will serve as an agreement to fulfill the responsibilities and expectations described in the application and in this policy, including payment of fees, use of equipment, and any and all other conditions enumerated by the Town.
- C. Condition, supervision, and security – The applicant assumes full responsibility for maintaining the space in its original condition, ensuring appropriate supervision for all activities taking place in the space, and securing the space during and after the event. The applicant agrees to hire security personnel at the applicant's own expense, when necessary or if required to do so by the Town.
- D. Liability – The applicant assumes full liability for any damage to property and injury to people, whether in the buildings or on the grounds. Members of the Board of Selectmen and other town officials acting in their official capacities shall be held free from any liability which might result from the applicant's use of the buildings and grounds.
- E. Access – Town officials shall have free and full access to all facilities at all times. Permission to use town facilities shall not imply the right to exclude town officials or their representatives from town property.
- F. Insurance – Non-official organizations must either submit a certificate of insurance with the application, or provide notice that an application for insurance will be made and a certificate will be furnished within two weeks of the application's approval. The town reserves the right to waive the insurance requirement at its discretion.
- G. Substances – Possession, use, consumption and sale of any tobacco or harmful drugs is prohibited within town facilities. Alcoholic beverages are prohibited except by permission from the Board of Selectmen.
- H. Training – Long-term applicants (more than five occasions during a year) shall identify an individual who shall be trained by the town in the proper care of the facilities, including cleaning, heat, lights, ventilation, security and emergency situations.

Part II. Other Regulations Governing Use of town Facilities

- A. Specific facilities and times – The applicant may use only the facilities approved on the application and only for the time specified.

- B. Equipment – Permission to use town facilities does not include the use of town supplies, apparatus or equipment. Permission for such use may be specifically granted. The applicant must leave facilities and equipment in substantially the same condition in which they are found.
- C. Deposit – A deposit of \$100, in a check payable to the Town of Williamsburg, to be applied toward custodial expense, may be required on approval of the application. Additional amounts may be required as damage deposit.
- D. Town employee – Presence of a town employee or designee may be required. The person shall be paid through the Board of Selectmen.
- E. Other conditions – The Board of Selectmen may set other conditions on the use of town facilities.

Part III. Fees

- A. No charge
 - 1. All school, youth, recreational and official town business activities.
 - 2. All activities for the benefit of town residents when no admission is charged.
- B. Custodial cost only
 - 1. Local and charitable groups which provide financial support to local residents and charge admission.
 - 2. Local non-profit youth groups which charge admission to support their programs.
- C. Custodial cost plus \$25 an hour for each major facility used
 - 1. Non-local groups or organizations.
- D. Waiver
 - 1. The Board of Selectmen reserves the right to reduce or waive fees at its discretion.