

**BOOTHBAY HARBOR MUNICIPAL FACILITY USE AGREEMENT**

Name of Agency\_\_\_\_\_

Mailing Address\_\_\_\_\_

Contact Person\_\_\_\_\_Telephone\_\_\_\_\_

Type of Event\_\_\_\_\_ Number of Participants\_\_\_\_\_

Date Requested\_\_\_\_\_ Starting/Ending Time\_\_\_\_\_

Alternate Date\_\_\_\_\_

Facility Requested Circle/Check One: \_\_\_\_\_ Municipal Office Meeting Room (downstairs)  
\_\_\_\_\_ Fire Station Bay (garage)

Name of Agency's Insurance Company\_\_\_\_\_  
(Copy of liability insurance coverage may be required)

Mailing Address\_\_\_\_\_

Contact Person\_\_\_\_\_Telephone\_\_\_\_\_

ADVERTISING DISCLAIMER: The following disclaimer must be used in all advertising for the event. Failure to do so will result in the cancellation of the event.

*This event is not sponsored by the municipality of Boothbay Harbor, nor does it necessarily represent the values and opinions of the Board of Selectmen or the community at large.*

Agree to Terms: I hereby agree to the terms and conditions of the Boothbay Harbor Municipal Facility Use Policy.

Agency's Signature\_\_\_\_\_Date\_\_\_\_\_

Fee Schedule

Police, Maintenance, Public Works Personnel \$25 hr  
(If necessary)

Make checks payable to: Town of Boothbay Harbor  
Mailing Address: 11 Howard St, Boothbay Harbor, ME 04538

Authorized Municipal Official Signature\_\_\_\_\_Date\_\_\_\_\_

**BOOTHBAY HARBOR MUNICIPAL BUILDING  
COMMUNITY USE OF MUNICIPAL FACILITIES**

The primary function of municipal facilities is to serve the needs of municipal government. The municipality wishes to make this facility available for broader community use when it is not in use for municipal purposes. The Board of Selectmen retains the right at all times to make individual decisions regarding use of municipal facilities, but generally facilities will be made available in accordance with this policy.

The Town Manager shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use as long as they are consistent with this policy. The Secretary to the Town Manager is responsible for administering this policy and shall report to the Town Manager.

**A. Priority Order of Municipal Facilities Use**

1. Municipal government activities take precedence over all other uses.
2. Community groups and non-profit organizations will also be granted reasonable use of municipal facilities.
3. Private groups and local citizens who reside in the community.
4. Non-resident groups and individuals.
5. Profit making businesses or groups.

Exceptions to this priority order may be made in the event of weather or civil emergency use.

**B. Prohibited Activities**

The following general prohibitions apply to all outside users of Municipal Facilities. Other activities may be prohibited on a case-by-case basis at the discretion of the Town Manager.

1. No municipal facility shall be made available to any group or individual advocating unconstitutional or illegal acts.
2. No municipal facility shall be made available for any activities that are, in the opinion of the Town Manager, contrary to the best interest of the municipality or the welfare of its employees.
3. No municipal facility shall be made available in violation of any local, state or federal laws.
4. No municipal facility shall be made available for any purpose that may present a risk of damage to municipal buildings, grounds or equipment.
5. Possession or consumption of alcohol or illegal drugs on municipal property is prohibited.
6. Use of tobacco products is prohibited in municipal facilities.
7. Use of the municipal facility employee kitchen is prohibited.
8. Preparation, cooking and/or serving of food in municipal meeting room (downstairs) is prohibited.

**C. Conditions of Use**

The following general conditions apply to all outside users of municipal facilities. Any additional conditions applicable to particular facilities will be provided at the time of application for facility use.

1. The municipal office meeting room is available 9am-4pm, Monday through Friday.
2. The municipality assumes no liability for any damage or loss to non municipal property resulting from the use of municipal facilities.
3. Proof of adequate liability insurance or financial resources may be required, depending upon the particular use.

4. Applicants must complete a Facility Use Application and Agreement 14 days prior to the date of use, which contains a release and indemnity provision and comply with all administrative procedures for reserving municipal facilities.
5. Organizations and groups must designate a specific person responsible for the event. The person responsible for any facility must be over the age of 21.
6. Facilities must be used for the approved purpose.
7. Any event advertising must make clear that the event is not municipality sponsored and will include the disclaimer stated on the Facility Use Agreement form in all advertising. If this disclaimer is not included in advertising, the event will be cancelled.
8. Users must comply with all life safety code requirements and municipality safety rules.
9. All Board policies, procedures and municipality rules remain in effect during any facility use.
10. The Town Manager reserves the right to require that municipal personnel (such as Police or Public works) be present during an event. Any such costs shall be borne by the user.
11. Users are responsible for maintaining appropriate supervision, order and security during the event. The Board/Town Manager reserves the right to require that police, maintenance or public works personnel be present during an event. Any such costs shall be borne by the user.
12. Authorized municipal staff retains the right to access all facilities during all events.
13. All facilities and equipment must be left in the condition in which they were received. The user shall be responsible for any clean up and/or equipment repair or replacement costs incurred as a result of the facility use.

#### **D. Policy Violations**

Users who violate this policy may be required to vacate the facility immediately and may, at the discretion of the Town Manager, be barred from future facility use.

#### **E. Appeals**

In the event that use of municipal facilities is denied or revoked, the applicant or user may appeal the decision in writing to the Town Manager. The Town Manager's decision is final.