

**TOWN OF WALLINGFORD, VERMONT
TOWN HALL USE POLICY**

PURPOSE. The Town of Wallingford has one facility, Town Hall, available for use by residents and members of the public. This facility is available to all qualified users on equal terms without regard to race, color, religion, national origin or other status covered by applicable state or federal laws or regulations. In allowing the use of these facilities the Town will not discriminate against users of the facilities based on the users' particular viewpoint.

It is the obligation of the Town to ensure that its facility is maintained in good condition and the use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to help ensure that the Town's facility will be well maintained, accommodating, will provide a safe environment, and that the Town will be fair and consistent with all parties wishing to use it.

FACILITY TO WHICH THIS POLICY APPLIES. This policy shall apply to the following facility in the Town, which shall be available for rental during the following listed hours, at the following listed user rates, and with maximum occupancy as listed:

Facility	Available Hours	User Fee	Maximum Occupancy
Town Hall	Mondays-Fridays 5:00 p.m. to 9:00 p.m. Saturday-Sundays 10:00 a.m. to 9:00 p.m.	\$25	95

By written request, the Selectboard may waive the user fee for events that are not-for-profit and that serve a legitimate public and community good.

PRIORITY OF USE. The Town will make this facility available on a first-come, first-served basis for individuals, groups, businesses, and organizations to rent during times when the facilities are not being utilized for Town programs or events sponsored by the Town and when they are not being used by Town staff, boards, commissions and committees.

FACILITY USE. Any individual, group, business, or organization wishing to use the Town facility shall fill out and submit the Facility Use Agreement form to the Town Administrator. The form will then be submitted to the Selectboard for review and action. Note, the Selectboard generally meets the first and third Mondays of each month. No use of the facility shall be permitted until the Selectboard has approved the request and a written Facility Rental Agreement is executed by the Town, the applicable user fee and security deposit have been paid to the Town, and proof of insurance has been provided to the Town as required by the applicable Facility Use Agreement.

SECURITY DEPOSIT. In addition to the user fee listed above, a security deposit of \$75.00 will be required for use of a facility. An additional security deposit of \$25 will be required for events with over 50 people in attendance. Such security deposit(s) will be returned promptly to the User if no damage has been caused to the Facility, all keys have been returned, and if all cleaning activities have taken place as specified in the applicable Facility Use Agreement.

ALCOHOL, TOBACCO, DRUGS, and FIREARMS. The sale, possession, consumption and use of tobacco, and illegal drugs are forbidden on Town property. The use and possession of weapons and firearms are forbidden on all Town property.

OBLIGATIONS OF USERS. Use of the Town facility must not disrupt the provision of Town services. Nor shall use of a facility create a nuisance or disturb the quiet enjoyment of anyone utilizing adjacent or common premises and facilities. Users must return the facility in a neat, orderly and clean condition after their use. All keys must be returned to the town administrator. All garbage generated by Users must be removed. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by Users.

EFFECTIVE DATE. This Policy shall become effective upon adoption by the Selectboard and the fees may be amended from time to time as deemed appropriate by the Selectboard.

Adopted this 1 day of April, 2019.

Rose Regula

John McCallister
Nelson J. Smith

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