

**TOWN OF ROXBURY, VERMONT
FACILITY USE POLICY**

The Town of Roxbury has a number of facilities that are available for use by Roxbury residents and members of the public. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their 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 facilities will be well maintained, enjoyable, accommodating and will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use its facilities. All entities that are not authorized by the Town, and conducting Town business must enter into a rental agreement.

1. **FACILITIES TO WHICH THIS POLICY APPLIES.** This policy shall apply to the following municipal facilities in the Town of Roxbury:

1. Library
2. Community Hall/Senior Center
3. Fire Station
4. Historical Society

1a. Community Use Guide for the Community Hall

Roxbury community groups and organizations shall be authorized to use the Community Hall for events such as potluck meals, etc. with no rental charge and no requirements for per-event insurance provided they meet the following conditions:

1. Membership in the group or organization consists predominantly of Roxbury Residents.
2. The event is free of charge and is open to the public.
3. The event does not include any commercial activity.
4. No alcoholic beverages are served.
5. All other conditions of facility use are adhered to.

2. **PRIORITY OF USE.** The Town of Roxbury will make these facilities available on a first come, first serve basis for individuals, groups and organizations to rent during times when the facilities are not being utilized for Town of Roxbury programs or by Town staff, board, commissions and committees, or Town of Roxbury sponsored events.

3. **HOURS OF USE.** The facilities are available for use during the following hours: 6:00am to 11:00 P.M.

4. **RESTRICTIONS.** The following uses are restricted at the facilities:

1. Possession of alcohol. Users will not serve or bring alcohol into the Facility nor permit guests to serve or bring alcohol into the Facility or premises, unless Insurance coverage specified by the Town is secured.

5. **OCCUPANCY.** Occupancy of the facilities will be limited as follows:

	Facility	Maximum Occupancy
1.	Library	49
2.	Community Hall/Senior Center	49
3.	Fire Station	131
4.	Historical Society Building	unknown

6. **SMOKING.** Smoking is prohibited at all Town facilities.
7. **OBLIGATIONS OF USERS.** Users must return the facilities in a neat, orderly and clean condition after their use. 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.
8. **FACILITY RENTAL AGREEMENT.** Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facilities shall be required to execute a Facility Rental Agreement for each event.