

**Town of Bristol
Town Hall Rental Policy**

1. PURPOSE

The following policy shall serve as the rules and regulations for the persons, groups or corporations who rent the Bristol Town Hall for various events.

2. DEPARTMENTS AFFECTED

This policy will affect all departments.

3. POLICY

- I. All users of the Town Hall must obtain a Facility License from the Land Use office for each use.
- II. A separate Facility License is required for each use of the Hall.
- III. Each Facility License will state, in specific terms, what use is to be made of the Hall (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Hall.

4. CONDITIONS

- I. The user will be responsible for seeing that all of the following conditions are met:
 - a. No smoking anywhere in the building - this applies also to characters in a play;
 - b. No alcoholic beverages anywhere in the building, unless all applicable requirements of the Town Building Use Policy and the Town Facility License are satisfied.
 - c. No open flame allowed - also applies to scenes in plays;
 - d. No firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
 - e. No nails or screws are to be used to secure scenery to walls or floors. No alteration to drapes or walls allowed without prior written permission;
 - f. No spray paints are to be used;
 - g. Any other paints used within the rooms must be used with extreme caution, proper ventilation and use of proper protective measures to ensure against damage to the buildings floors/walls;

- h. The renter is responsible for any and all damages from use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
 - i. The user will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner within 24 hours of use. A cleaning deposit of \$200.00 must be submitted with the application/facility license. If the application is not approved, the deposit will be returned. If the Town determines after the event that the Town Hall was acceptably cleaned, the deposit fee will be returned to the user.
 - j. There will be a \$25.00 fee for lost keys.
- II. Any user may be requested to post a bond in an amount determined by the Board of Selectmen to protect the Town from damage to the Town Hall arising from and caused by said user.
- III. These rules are a part of any agreement to rent out or otherwise allow the use of the Town Hall and a copy of these rules should become a part of and attachment to the application/facility license. Use of the Town Hall is also subject to all provisions of the Town of Bristol Building Use Policy. Where the provisions of the Building Use Policy conflict with these rules, these rules shall control.
- IV. By signing the Application/Facility License form, the applicant is deemed to have read not only that form, but these rules as well, and that the applicant understands and agrees to abide by them.
- V. The use of Town buildings by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Bristol.
- VI. All signage shall conform to standards outlined in Town ordinances. NO signs allowed on or adjacent to Town Hall property without separate permit approved by the Land Use office and/or Board of Selectmen. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the Land Use office.
- VII. Free standing signs are permitted advertising an event to be held in a Town facility.
 - a. Such signs may only be placed immediately in front of the facility. In the case of the Town Hall, signs may be placed on the porch and/or steps. Event signs may not be placed off site or to the side of the facility being used. Such signs shall not exceed twelve (12) square feet in area and two in number per event (per Town zoning ordinance Article IV, 4.11 signs paragraph "O") regardless of the number of Town facilities being used.

- b. All signs will be free standing and in no case will signs be affixed to any Town property.
- c. A sign is defined as any device providing identification, advertising or directional information for a specific business, service, product, person, organization, place or building. Included in this definition are graphic devices such as logos, attention-attracting media such as banners, pennants, flags or logo sculpture, and obtrusive colored fascia or architectural elements.

5. PROCEDURES

Per the Board of Selectmen and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Applicants are required to obey all lawful orders of the Fire Chief.

6. SEVERABILITY

To the extent this policy is in conflict with State law, State law will prevail. To the extent any provision of this policy is unenforceable, the remainder of this policy will remain in effect.

7. ADOPTION

Adopted by the Board of Selectmen on October 20, 2016.

Shaun Lagueux, Chair

Paul Manganiello, Vice Chair

Rick Alpers, Selectman

Leslie Dion, Selectman

J.P. Morrison, Selectman

Adopted: October 20, 2016