

**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;

- 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