

**Town of Bristol
Building Use Policy**

1. PURPOSE

The purpose of this policy is to set and define the approved uses of Town buildings.

2. DEPARTMENTS AFFECTED

This policy will affect all departments.

3. GENERAL USE POLICY

All Town buildings shall be used solely for the public business functions for which they were intended. Use of the buildings for any other purpose requires prior approval by the Board of Selectmen. Application for public uses of Town buildings may be made at the Land Use office on the applicable form. Liability insurance must be provided by the petitioner and a fee for rental and custodial services may be assessed. Approval of applications for use will normally take place at the regularly scheduled meeting of the Board of Selectmen. The Board of Selectmen may authorize the Town Administrator to execute applications for use of Town buildings.

Proof of general liability/ bodily injury/ property damage insurance to cover the proposed use of a Town building must be provided by the applicant with coverage limits of at least \$300,000 per occurrence/\$1,000,000 aggregate. If alcohol is to be served at the event, insurance coverage limits must be at least \$500,000/\$1,500,000, and policies must include coverage for alcohol-related incidents. The Town must be named on such policy as an additional insured/loss payee. The user is responsible for obtaining, paying for, and maintaining such insurance. The Board of Selectmen reserves the right to waive or reduce these insurance coverage requirements for good cause demonstrated (including but not limited to the non-profit status of the applicant), and to increase the requirements where it finds the risk posed by a particular event makes it appropriate or prudent to do so.

There shall be an additional fee of \$200.00 for use involving alcohol.

The rental fee for the use of a Town building is \$200.00 per day for for-profit organizations and \$100.00 per day for non-profit organizations and private individuals. A rental fee waiver for non-profit organizations may be requested in writing.

A cleaning deposit of \$200.00 must be submitted with the application. If the application is not approved, the deposit will be returned. If the Town determines after the event that the building was acceptably cleaned, the deposit fee will be returned to the user.

If food is to be served and/or prepared in the Town Hall, the Select Board wing is the only location where food may be served and consumed.

No alcoholic beverages are permitted anywhere in a Town building under this Policy, unless the user has obtained all necessary licenses and approvals from the NH State Liquor Commission

under RSA 178. Proof of license must be furnished to the Town at least 30 days before any such use. Alcohol may only be served by a single licensed, insured and approved vendor, which will be the sole source of alcoholic beverages at the event. The vendor must include the Town of Bristol as an additional insured on its liability policies in relation to the event. Alcohol service may occur only in a single designated and secure area, and shall be distributed only by the vendor, and only to legally appropriate people. Intoxication is prohibited. Persons who are intoxicated or who appear intoxicated shall not possess or consume alcohol, and must safely leave the event without operating a motor vehicle. If alcohol is to be present at the event, at least one police officer must be present at all times as determined by the Police Chief. The applicant is responsible for obtaining prior approval from the Police Chief for the police detail, and must pay all associated charges as required by the Police Chief. The applicant is solely responsible for the adherence by all at the event to all federal, state and local laws and regulations, and to all lawful orders of the officer(s) present, regarding the possession, sale, and consumption of alcohol. The Town of Bristol reserves the right, in its sole discretion, to place additional conditions on an event at which alcohol is to be served.

Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from Land Use/Health Officer or Deputy Health Officer at the Town Office during normal business hours (there is no other option for obtaining a key). If the applicant does not sign out their key during normal business hours, they may not be able to access the building for their event. A key can be collected up to 24 hours before their event (with the exception of Sunday events). There is a \$25.00 fee for lost keys.

No smoking or use of candles, incense, lighters or open flames is permitted in any Town building at any time.

The applicant is responsible for the observance by all attendees of Town and State fire and safety laws and regulations.

At least one adult aged 18 or older must be present at all times during an event.

All applicants, by signing and submitting the application/facility license form, are deemed to have read, understood and agreed to abide by all terms and conditions of (a) this Policy, (b) the Application/Facility License form, and (c) any other applicable policies regarding the use of the particular Town facility applied for.

The use of Town buildings by any non-municipal group or organization for any activity or expression of any viewpoint does not constitute an endorsement of that activity or viewpoint(s) by the Town.

4. CRITERIA FOR APPROVAL

- I. Applications for building use are approved on a first come-first served basis;
- II. Specific listing of priorities:

- a. Any and all regular or special Town Meetings; any regular or special elections; any meeting of a duly constituted Town board, department, committee, commission, or group;
 - b. Any use by a school group for plays or other such activities; any bona fide state or federal agency meeting for Town purposes;
 - c. Any other group of Bristol residents.
 - d. Other individuals and groups.
- III. Application for building use shall be limited to 12 uses by the same user. Reapplication for subsequent use is permitted.

5. SOLICITATION

- I. Solicitations in Town of Bristol buildings shall be prohibited unless authorized by the Board of Selectmen or conducted in compliance with ordinary business or personnel function of Town Government.
- II. Exceptions to this section may be granted under the following conditions:
 - Solicitation is conducted for or by town-related subjects and specifically authorized by the Select Board;
 - Specific instances with the approval of a department head, when such action is in the best interest of personnel and/or the department, provided the activity does not disrupt the work site.

6. SIGNS ON BUILDINGS

- I. No signs, banners, hangers or other devices may be attached to Town buildings without prior written consent.
- II. Application for placement of signs may be made at the Land Use Office on the applicable form.
- III. All signage shall conform to standards outlined in Town ordinances.
- IV. 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.
- V. Political campaigns are reminded that New Hampshire Revised Statute Annotated 664:17 provides in pertinent part: “No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner’s consent.” In general, the public right-of-way runs from the street to the building side of the sidewalk or telephone poles.

7. 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.

8. 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