



Town of Eastham
 2500 State Highway
 Eastham, MA 02642
 508.240.5900
 fax 508.240.1291
www.eastham-ma.gov

APPLICATION FOR THE USE OF TOWN OWNED BUILDINGS

Today's Date: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Organization or Group: _____

Local Sponsoring Organization: _____

Person responsible for the obligation of the group: _____

Address _____ Telephone _____

Area or Facilities Needed: _____

Purpose of Building Use: _____

Communit(y)ies to be served _____

Profit or Non-Profit Organization: _____

Total # of Persons expected _____ Maximum # expected at any one time _____

Special Equipment Required: (Please check all that apply)

Use of Kitchen: _____ Use of Both Rooms: _____ Police Coverage: _____ Sound System: _____

Floor Mike: _____ Movie Screen: _____ Laptop: _____ Power Point: _____ Podium: _____

TV/VCR: _____ Extra Tables: _____

Other _____

Fees to be assessed by the Town: _____ Date Paid: _____ Collected by: _____

I AM THE PERSON RESPONSIBLE FOR THE OBLIGATION OF THE GROUP. I HAVE READ THE ATTACHED REGULATIONS AND UNDERSTAND THEM, WITH THE ACKNOWLEDGMENT THAT ANY ADDITIONAL EXPENSES INCURRED WILL BE PAID BY MY ORGANIZATION AND THAT ANY VIOLATION OF THE RULES OF THE TOWN OF EASTHAM MAY JEOPARDIZE FUTURE USE OF THE BUILDING.

SIGNATURE _____

This application is recommended for approval and reservation made according to the above information with the understanding that all Town policies and regulations will be followed.

 DATE

 TOWN ADMINISTRATOR / ASST TOWN ADMINISTRATOR

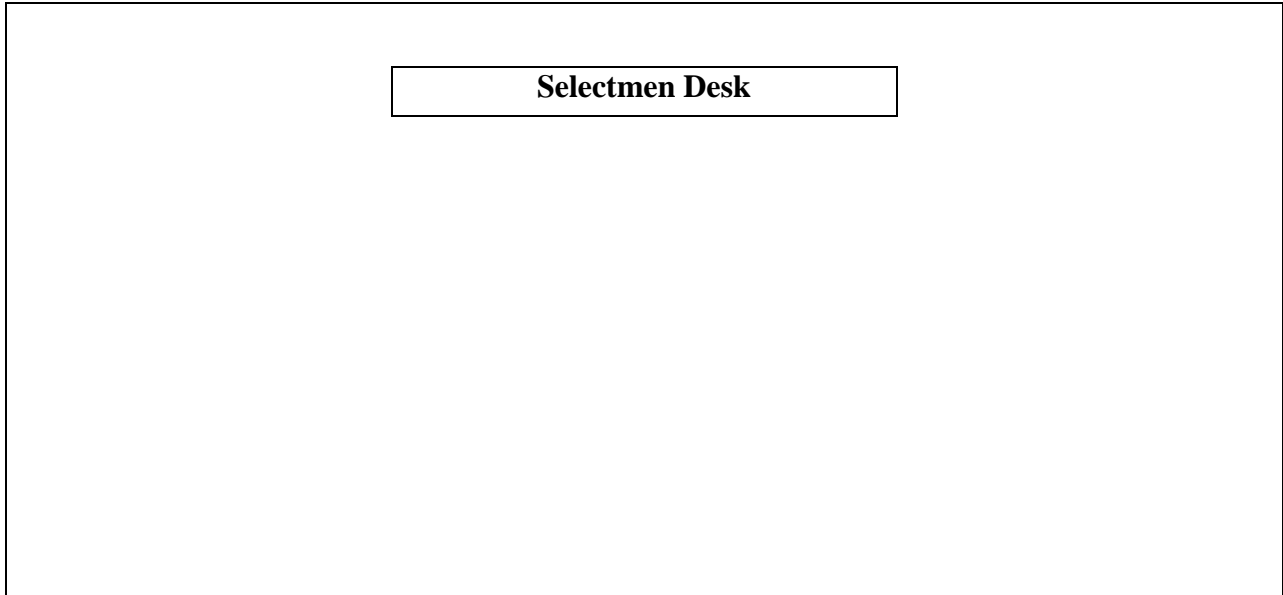
Reservation entered on: _____ by _____

cc:
 Town Clerk's Office
 Video Services Coordinator
 Building Maintenance Staff

**USE THE DIAGRAM BELOW TO INDICATE PLACEMENT OF
CHAIRS & TABLES
FOR YOUR FUNCTION**

Earle Mountain Room:

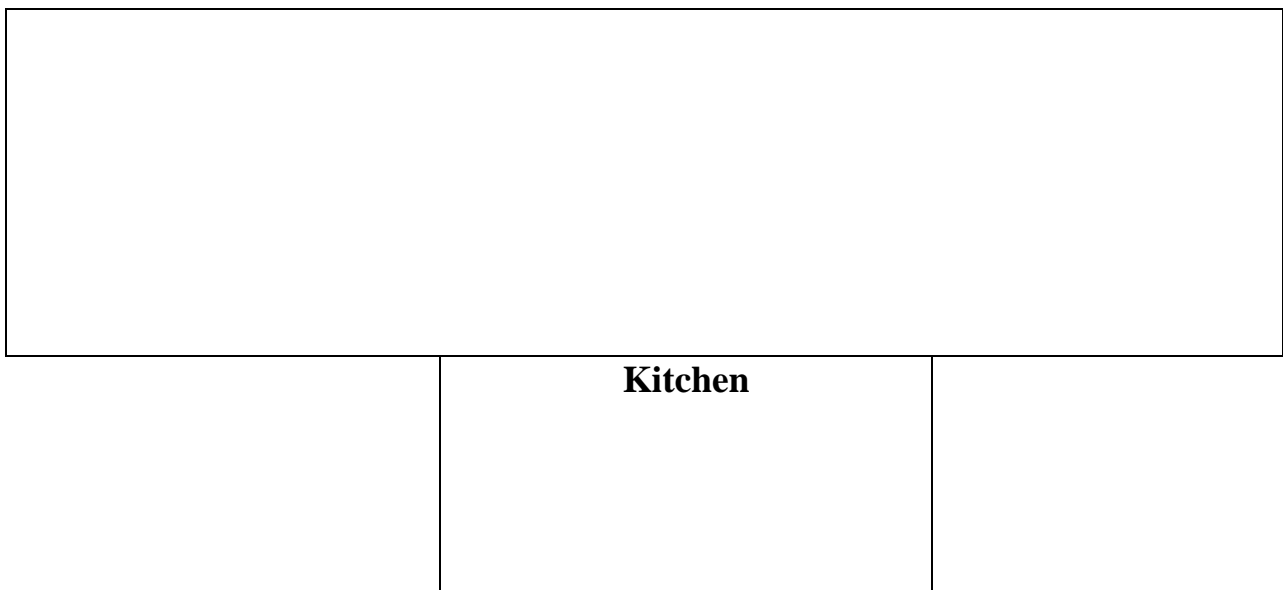
Maximum Capacity- 120 people auditorium style



Small Room:

Maximum Capacity- 30 people auditorium style

Maximum capacity w/4 extra tables:



Council On Aging

Maximum Capacity- 125 people auditorium style

With 9 round tables & 4 rectangular tables

Stage

KITCHEN

TOWN OF EASTHAM

Town-Owned Buildings ~ Room Use and Fee Policy

1.0 Authority

The Board of Selectmen hereby and in accordance with their statutory authority and responsibility for town-owned buildings, establishes a policy pertaining to the use of town buildings and usage fees as herein described.

2.0 Purpose

It is the intention of the Board of Selectmen of the Town of Eastham to make designated town-owned building rooms available to all qualified applicants as per the regulations and fees described further in this policy.

3.0 Applicability

This policy shall apply to individuals or organizations wishing to use designated town owned building rooms for an event or program.

4.0 Definition

Town owned building rooms designated for use are the Earle Mountain Room, and the Small Room both located in the Eastham Town Hall, and the John H. Powers Hall located at the Council On Aging.

5.0 Responsibility

The Board of Selectmen or their designee is responsible for ensuring that this policy is upheld, the guidelines followed and the applicable fees received.

6.0 Standards/Rules and Regulations

6.1 Eligibility

Town sponsored groups, civic and service groups, non-profit organizations, for profit organizations, advocacy groups, political parties, and private individuals shall be eligible to apply and use town owned building rooms for meetings.

Applications shall not be considered for groups or individuals who discriminate in their membership, programs or philosophy, on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status or sexual orientation.

Repeat use may be denied to groups or individuals who fail to abide by this and other policies, rules and regulations pertaining to the use of town owned property.

6.2 Use of town-owned buildings shall be governed by the following rules and regulations:

6.2.3 User agrees that no alcohol shall be consumed in the building or on the premises.

6.2.4 The meeting room and rest rooms must be left in a neat and clean condition after each use.

6.2.5 Equipment belonging to the building may not be used unless so specified in the "Application for Building Use."

6.2.6 Nothing may be removed from the building without permission of the Head Custodian.

6.2.7 All decorations must be flameproof in accordance with the State Fire Code. In arranging decorations, nails and other material harmful to the finish of the building shall not be used.

6.2.8 Setup of the room must be arranged with the custodian. There will be no activities performed which have the potential to put undue stress to carpets, such as dances, races, etc. Furniture must not be moved by anyone but the custodial staff in order to prevent damage to the carpet. The moveable wall that separates the Earle Mountain Room and the Small Room at the Town Hall must not be moved by anyone but one of the custodians. In the case of damage over and above normal wear, the group shall be responsible for reimbursement to repair the damage.

6.2.9 A \$50.00 cleaning fee will be assessed to groups which leave the room in a condition which is less than clean after use.

6.2.10 Each room has been arranged for a maximum number of people allowed in each room according to fire code and safety regulations. This is strictly enforced.

7.0 Procedure

Applicants requesting to use town-owned buildings for meetings are required to fill out the Building Use Form available at the Town Hall reception desk and pay the applicable fees. Applications and fees must be turned into the Town designee no less than four weeks prior to the requested event. Should two or more applicants request the same day(s) preference shall be give to events sponsored by the Town. The Board of Selectmen or their designee reserves the right to reject any and all requests.

8.0 Use Fees

The fee schedule as attached is subject to change.

9.0 Liability

The Town of Eastham assumes no liability either for injuries to persons who are on town premises or damage to any equipment. The holder of a permit to use the town facilities agrees to accept all equipment and property as is and waives any and all claims against the Eastham Board of Selectmen, its members, employees and agents for any injury, accident, illness, expense of claim of any kind whether to persons or to property which may occur as a result of the use town facilities by said holder or by others under its express, implied or apparent authority. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless, the Board of Selectmen, its members, employees and agents for any and all damage to the buildings, equipment or other property arising out of the use of town facilities by the said holder or by others under its express, implied, or apparent authority. The above waiver, assumption of liability, and indemnification shall be effective and binding, not withstanding that the condition of the facilities may have caused or contributed to the injury, damage, expense, or claim.

10.0 Effective

This policy is effective as of September 7, 2011.

This policy was adopted by the Board of Selectmen on September 7, 2011.

The Town of Eastham Building Use Fees are as follows:

Requests for use of Town Building rooms is reviewed by Town Administrator and cannot be appealed. However, at her discretion, she may bring any pressing issue to the attention of the Board of Selectmen.

Type A-Town of Eastham Boards & Committees

Type B- Civic & Service Groups, Non-Profit organizations

Type C-For profit organizations, advocacy groups & political parties, private individuals

<i>Room Use</i>	<i>Type A</i>	<i>Type B</i>	<i>Type C</i>
<u>Town Hall Rooms</u> Monday-Friday 8am-4pm	\$0	\$0	\$50
<u>Town Hall Rooms</u> Saturday & Sunday 9am-5pm <i>(Saturday & Sunday arrangements must be made at least 2 weeks in advance)</i>	\$0	\$50	\$200
<u>Council On Aging</u> Monday- Friday 8am-4pm	\$0	\$0	\$100
<u>Council on Aging</u> Saturday & Sunday- 9am-5pm <i>(Saturday & Sunday arrangements must be made at least 2 weeks in advance)</i>	\$0	\$50	\$200
Kitchen Use at Town Hall or COA <i>(no cooking, only microwave is allowed)</i>	\$0	\$0	\$50