



SUNDERLAND TOWN OFFICE BUILDING POLICY STATEMENT **ROOM RENTAL**

This Town Office Building Room Rental use policy has been formulated to ensure that Sunderland and other area residents have the greatest possible access to the facility for educational, cultural, and civic uses.

The Town Office Building Room Rental is made available as a public service, and by accepting reservations for this room, the Town of Sunderland in no way endorses the program or philosophy of the group or individuals using the facilities.

Town programs have priority in scheduling events for room rentals in the Town Office Building. Other interested groups or individuals may schedule use of the room on a first-come, first-served basis. Proceeds from charges collected for use of room rentals in the Town Office Building will be used to offset building maintenance costs.

I. Regulations and Procedures

- A. The Selectboard's office will make all room reservations. Reservations will be confirmed after the Town Administrator receives a completed and signed Registration Form, Proof of Liability Insurance, and a Nonrefundable Rental Fee (if required). The signer of the registration form will be responsible for any damages to the facilities. The signer will also be responsible for clean-up charges assessed in cases of unusual wear and tear on the room.
- B. Each applicant will receive a copy of this policy.
- C. Application for room reservations may be made in person, by mail, or by fax. An application will be considered complete when the Reservation Form, Proof of Liability Insurance, Rental and Deposit fee is submitted to the Sunderland Selectboard's Office.
- D. Full payment of applicable rental fees (\$50/day), including a refundable \$250 deposit is due upon approval of the completed request for use of the Town Office Building room.
- E. Town Office Building keys must be returned within two (2) days, during regular business hours, after use of room rental is completed or key deposit will be forfeited.
- F. A confidential temporary Security Code will be issued upon approval of request and receipt of applicable fees (within two days prior to scheduled room use). The temporary security code will be deleted immediately after room use.

II. Conditions for Use

- A. All events and post-event cleanup, including furniture/chairs returned to original location(s) must be completed by the renter at the completion of the room rental time period . Additional penalties will be imposed for noncompliance.
- B. Smoking, alcohol and firearms are prohibited in all areas of the Town Office Building. No open flames are permitted in the facility, per Fire Department regulations.
- C. Sponsors of events held in the Town Office Building room are expected to treat Town of Sunderland building users and staff with courtesy and respect for other town activities which may be conducted during the rental time period.
- D. The Town requires Proof of Liability Insurance naming the Town of Sunderland as additionally insured from individuals or groups wishing to use the Town Office Building. Groups sponsoring events are solely responsible for liability of the participants, both active participants and the audience, in any program on town property.
- E. The Town may refuse space to individuals or organizations that have previously failed to comply with stated conditions for use. This includes (but is not limited to) failure to follow normal closing procedures, excessive noise leading to complaints from other Town Office Building users, or failure to clean up after an event.
- F. There is no access to public telephones or office equipment.
- G. Only directional signs may be posted at the entrances of the Town office Building. Such signs may not exceed 11 by 14 inches and must be removed promptly upon completion of event. Exceptions must be requested prior to the event.
- H. All reservations are assumed to be for 2 hours unless otherwise approved at the time of rental.
- I. The use of the Town Office Building for the conduct of illegal activity is strictly forbidden and will result in immediate loss of room rental privileges and subsequent legal action.
- J. People aged 17 and under shall not reserve rooms in the Town Office Building, and attendees or guests aged 17 and under must be supervised by an adult who assumes responsibility for the event held in the Town Office Building.
- K. Reservation of the Town Office Building room is not transferable.
- L. The use of Town Office Building walls or surfaces for the mounting or display of materials is forbidden.
- M. The Town of Sunderland and its employees, are not responsible for damage to people or property which occurs on Sunderland Town Office premises.

O. The Town of Sunderland reserves the right to require users of the Town Office Building room rentals to arrange at their own expense for the hiring of town-approved security personnel. ***Security arrangements must be approved by the Town Administrator in advance of the planned use of the Town Office Building room rental, and failure to do so may result in denial of room rental privileges.***

P. Disputes or questions about the meaning of the *ROOM RENTAL BUILDING POLICY* statement will be submitted to the Selectboard for their consideration.

III. Snow Days and Inclement Weather Guidelines.

All events planned for the Sunderland Town Office Building will be cancelled in the event weather forces the closure of the building. This includes events scheduled for hours after the building would ordinarily close.

The Sunderland Town Office Building services will be open as usual unless specific announcements are made to the contrary. The Rental Agreement contact person will be notified in the event of building closure due to inclement weather. It will be the renter's responsibility to notify its event participants of cancellation or closure. Signs will be posted at entrances if the Town Office Building closes after it has opened for the day.

It is the responsibility of organizations and individuals reserving space in the Town Office Building to find out if the facility has been closed due to weather. Building closures will be posted on www.townofsunderland.us.

If the Town Office Building remains open during a weather event, parking lots and sidewalks may not be cleared prior to the start of the event. Sponsoring organizations and individuals will be responsible for rental charges even if they elect to cancel their event.

For rescheduling, the sponsoring organization is responsible for contacting the Town Administrator on the next business day. If a satisfactory time is not available, all applicable rental fees will be refunded.

SUNDERLAND TOWN OFFICE BUILDING CLOSURE PROCEDURES

- DETERMINE if your group is the last to leave the building. All groups should notify any other building users upon leaving the building – the last group out of the building is responsible for securing the building.
- Last group leaving the building should LOCK all Town Office Building doors upon leaving the building: the same door key secures all three (3) doors at the front, back and elevator vestibule of the building. The LAST building user must lock all three building doors and set building security alarm with their personal code. (Note: All Town Department, Committee, Commission or Board meetings must be conducted in open session, unless Executive Session is called, and therefore ALL building doors must be kept unlocked during these meeting sessions.)
- SET the building alarm system. The responsible party for Sunderland Town Building room rentals has been given a confidential alarm security code. Care is to be taken to ensure the security of the assigned alarm code. Codes will be erased immediately following your rental agreement period.
- TURN OFF LIGHTS: Sensor light switches have been installed on most lights in the building, however, some lights are still operated manually – so, please be sure **all lights** are turned off before the last group leaves a room or the building.



TOWN OF SUNDERLAND
Town Office Building Room Fee Schedule and Registration Form

	ROOM FEE (2 hours standard rental)	PROOF OF INSURANCE
PER USE	\$50 / day – nonrefundable*	Required
EVENT: Held by Sunderland Town Boards or Committees, or by Sunderland-based civic organizations (ex: Sunderland Women’s Club, Youth Baseball, Swampfield Historical Society, and programs sponsored by the Sunderland Cultural Council)	No charge*	Required
PRIVATE PARTIES	Not permitted	Required

***\$250 REFUNDABLE DEPOSIT DUE ON ALL RESERVATIONS**

*****SEPARATE CHECKS REQUIRED FOR NON-REFUNDABLE RENTAL FEE AND REFUNDABLE DEPOSIT*****

Sunderland Town Office Building Room Registration Form

Rental Date(s) Requested: _____

Time Requested: Start: _____ End: _____

Description of Person or Organization Requesting Rental: _____

Name of Person Responsible for Rental & Contact Info (Address/Phone/Email): _____

Description of Proposed Event: _____

☐

Certificate of Insurance naming Town of Sunderland as additionally insured - Attached

Town Office Building Room Fee Schedule and Registration Form (continued)

I certify that I am an officer of the above-named organization; that I have the authority to reserve a room in the Sunderland Town Office building; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the town office building premises, and furnishings because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Sunderland Board of Selectboard or Town Administrator.

I have read and agree to abide by and uphold all rules and policies of the Town of Sunderland governing the use of town premises, including regulations prohibiting charging an entrance fee, soliciting donations, complying with occupancy limits, confidentiality of building security code, and building and/or room key restrictions.

I also agree to release, acquit, discharge, any and all claims or rights of action for any personal injuries or property damage which may occur as a result of the use of the above premises. I further agree to protect, save, and keep the Town of Sunderland, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Date _____

Signature _____ Title _____

Print Name _____

Address _____

Phone _____ Email _____

Town Office Bldg Room Fee:	(checks made payable to the <u>TOWN OF SUNDERLAND</u>)
----------------------------	--

For Staff use only:

Reservation: ☐ Approved ☐ Disapproved

Insurance Received? ☐ Yes ☐ No

Amount Paid _____

Town Administrator approval: _____

Date _____