

BUILDINGS & COMPLEX POLICY

Town of New Gloucester

The buildings are to be used primarily for Town and School committees. When not required for the above uses and the room is available, non-profit and municipal organizations and groups are encouraged and welcomed to use the room. The use of the buildings does not constitute an endorsement of an organization's policies or beliefs. Applications for use will be received by the Selectmen, and those accepted will be filed as approved in order of receipt. The Selectmen reserve the right to cancel reservations. Previously approved usage of the buildings may be revoked by the Selectmen if the group violates any of the Town's rules. These include, but are not limited to:

1. The meeting room is to be used for educational, recreational, social, and cultural programs for the benefit of people of the Town.
2. No admission fee may be charged or contributions solicited.
3. All meetings must be open to the public.
4. All announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by New Gloucester or its Selectmen.
5. The Town's address may not be used by any non-town-related group to retrieve mail, etc.
6. The meeting must be sponsored by a New Gloucester resident.
7. The person signing the application for use must pick up the key and receive any instructions prior to the meeting date and time, if the meeting is to be held when the building is closed. That person must be responsible for returning the key in a designated place and at designated time.
8. Applications must be made on the form provided and be submitted two (2) weeks prior to the date requested.
9. Groups who wish to meet at any of the buildings on a regular basis may use the building no more than once a month, unless otherwise approved by the Board of Selectmen.
10. Applications must be submitted by an adult who shall personally be responsible for the conduct of the meeting, adherence to these regulations, and for any damages.
11. **All groups or individuals that are not part of town government who request to use the building must be covered by and provide a certificate of liability insurance to the Town prior to use of the facility.**
12. The person signing the application is responsible for ensuring that any phone calls originating from the building are in the 926 or 657 area. No long distance calls are allowed.

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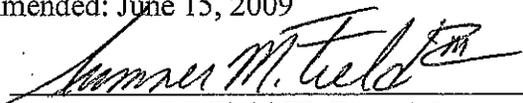
13. Any meeting of youth 18 or younger will have at least one (1) adult in attendance at all times.
14. The number of people in attendance must be reported for statistical purposes.
15. The maximum capacities of the rooms are: Meetinghouse 54; Community Building 50; and Library 23.
16. Rooms must be left in orderly condition. A cleaning fee will be charged to the organization or individual, if necessary.
17. Smoking is not allowed in the building.
18. Light refreshments may be served, but alcoholic beverages are not allowed.
19. All inquiries concerning meetings may be referred to the person signing the application and agreement.
20. The Town is not responsible for items lost or stolen.
21. The Board of Selectmen reserves the right to change the policy at any time.

Date Adopted: November 9, 1998

Date Amended: May 24, 2004

Date Amended: June 15, 2009

Attest:


Sumner M. Field III, Town Manager

PERMISSION TO USE
TOWN OF NEW GLOUCESTER BUILDINGS
381 INTERVALE ROAD
NEW GLOUCESTER, ME 04260
926-4126 ext. 1

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

COMMUNITY BUILDING _____ LIBRARY _____ MEETINGHOUSE _____

TYPE OF GROUP: Non-profit _____ Civic _____ Government _____ School _____

Other: _____

PURPOSE OF FUNCTION: _____

DATE(S) NEEDED: _____

TIME: from _____ to _____ (include time for set-up and clean-up)

NUMBER OF PEOPLE EXPECTED: _____

I have read the Town Policy and will assume the responsibility for compliance with the rules:

NAME: _____

SIGNATURE: _____

DATE: _____

APPLICATION APPROVED BY: _____

PERSON ACCEPTING KEY: _____ PHONE: _____

KEY TO BE RETURNED BY: _____

PLACE: _____ DATE/TIME: _____