

# Town of West Greenwich

## FACILITY ROOM USE POLICY

### **GENERAL POLICY**

It is the policy of the Town of West Greenwich to allow groups and organizations to use Town meeting facilities when those facilities are not needed for Town purposes and when such use does not disrupt the orderly conduct of Town business. The Town has priority for use of all its facilities and reserves the right to preempt any scheduled uses by outside groups.

Indoor meeting facilities are available only for non-commercial uses. The Town currently charges no fee to residents or local nonprofit groups for use of its meeting facilities. The outdoor pavilion may be used by residents at no charge on a first-come, first-serve basis. Nonresidents, groups or commercial entities may use the pavilion for meetings or gatherings with approval of the Town Council/Town Administrator for a fee of \$50.00 per event.

Each group must designate a contact person at the time of reservation who will complete a Town Facility Reservation Application and who will be responsible for the group's compliance with the terms and conditions of use as set forth in this Use Policy.

Recurring meetings may be allowed. Nonprofit, civic and educational groups may request meetings on a recurring basis. Reservations for recurring events may be scheduled using a single Town Facility Reservation Application and are required to be renewed annually.

### **TERMS OF USE**

#### ***Facilities***

Any group or organization using Town facilities will be held responsible for any and all damages caused to the premises beyond normal wear and tear. Town facilities should be left in the same condition as it was found. Disposal of refuse is the responsibility of the user and must not be left on the premises without prior arrangements.

Debris must be broom swept and disposed of from the pavilion floor.

All desks, podiums and tables may not be moved in any way without prior approval of the Clerk's Office.

Tacks, nails, glue or tape shall not be used on walls, furnishings or equipment.

Space will not be made available for physical activities.

Town buildings are smoke-free and alcohol-free facilities.

Individuals, groups or organizations booking the Town's facilities assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.

#### ***Equipment***

No one shall operate Town equipment unless they are properly trained and given express written permission. Indicate this request on the application form. This may require that a member of the

group make an appointment with a staff member of the appropriate facility prior to the meeting to receive the necessary training.

Groups requesting to bring extra equipment onto the site or into the building must indicate this on the application form. The Town is not responsible for the storage of any equipment or supplies. Any personal property or group equipment, supplies or materials left in the room will be the responsibility of the group reserving the facility. The Town assumes no responsibility for any loss or damage to property.

### ***Meeting Room Signage***

The group or organization must prepare and post appropriate signage in areas leading to the meeting location and must remove all signs after the event.

### ***Food and Refreshments***

The Town does not provide any food or beverages as part of any facility reservation. If food and/or beverages are to be available to participants, it shall be the responsibility of the participants to arrange for delivery, set-up, clean-up and proper disposal of refuse. Any group requesting a reservation must notify the Town at the time the reservation is made as to whether food and beverages are to be served. NO ALCOHOLIC BEVERAGES ARE ALLOWED.

### ***Changes/Cancellations***

The Town reserves the right to change, cancel or relocate any requested reservation as circumstances warrant.

Only the contact person may cancel or change a reservation.

### ***Revocation of Use***

The Town reserves the right to revoke its permission for the use of its facilities by any group or organization that violates or refuses to comply with the rules and regulations established for use of these facilities.

### ***Other Terms and Conditions***

A certificate of insurance naming the Town as an additional insured may be required at the discretion of the Town Administrator.

The Town reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Town premises.

The Town reserves the right to collect payment for costs incurred in the use of any of its meeting rooms or rented spaces and to collect for any damages users cause to the facilities.

The fact that a group is permitted to meet in the Town facility does not in any way constitute Town endorsement of the group's policies or beliefs. Meetings should not be publicized in a manner that suggests Town sponsorship or affiliation. All contacts regarding the meeting must be directed to the organizational contact person. The Town is not responsible for answering questions about a meeting or taking messages related to any meeting.

Adult sponsors (over 21) must be present at all times and must maintain a ratio of no less than one adult per ten children. Any group with members who are under 21 years of age must have an adult sponsor present at all times.

The group or organization using the Town's facilities agrees to defend, indemnify and hold harmless the Town, its employees, officers and officials from any claim for damages arising out of the group's use of Town facilities.

### ***Denial of Applications***

An application may be denied for reasons including, but not limited to, the following:

- The function will unduly interfere with the general business of Town government.
- The function does not fall within the allowed function type.
- The function is of such nature or duration that it cannot be reasonably accommodated at the Town Facility.
- Other such justifiable reason as may be determined.

If any application is denied, the individual listed on the application shall be notified within five business days of the decision, including the reasons for the denial. The individual shall then have the right to request that the application be presented to the Town Administrator for review of the denial.

# Town of West Greenwich Facility Reservation Form

Name of Organization

Contact Person

Phone

Address

City

State

Zip

E-mail

Facility Requested

#  
Attendees

Date  
Requested

Start  
Time

End  
Time

Description of Meeting

Will any food and/  
or beverages be  
served?  Yes  
 No

Will any equipment  
be needed or  
used?  Yes  
 No

If equipment will be needed or used, please specify.

**Town facilities may only be used on accordance with that attached policies. Applicant acknowledges receipt of a copy of the attached policies and agrees to its terms. I understand that I am the designated responsible party for all meetings scheduled.**

Printed Name

Date

**Submit Form**

**Office use only**

Approved  Yes  
 No

Date

Initials