



Town of Dunstable Facility Use Policy



PURPOSE

All persons and organizations must comply with the following rules and regulations for use of Town facilities subject to this policy. The Select Board reserves the right to make changes to these rules and regulations.

This facility use policy relates to the use of the Auditorium and Grange Room at Dunstable Town Hall.

GENERAL

1. Use of Town facilities will only be permitted to charitable or non-profit organizations engaged in municipal, educational, recreational, and/or cultural activities.
2. Use of Town facilities for commercial and political fundraising will not be permitted.
3. Scheduling priority will be given to Town of Dunstable Departments, boards, commissions, and committees, and then to Dunstable-based charitable or nonprofit organizations.
4. Town-sponsored events, activities, and meetings will take precedence over other activities and events for scheduling purposes. Special or unforeseen events may supersede previously scheduled permitted events. The Town reserves the right to cancel a permit in these circumstances when unanticipated conflicts arise.

RULES AND REGULATIONS

1. All applications requesting the use of Town facilities must be submitted no sooner than six months in advance of the event and no later than fourteen days in advance of the event.
2. The Select Board reserves the right to revoke use of Town facilities at any time.
3. No Smoking is allowed in the building or on the grounds of Dunstable Town Hall.
4. No eating or drinking is allowed in Dunstable Town Hall unless authorized by the Select Board.
5. No person shall consume or bring for consumption in Town facilities or on its Grounds alcoholic beverages as defined by Chapter 138 of the General Laws, except wine and malt as authorized by law and only with the approval of the Select Board.



6. Access to areas beyond the rooms subject to this policy, except the bathrooms, is prohibited, unless approved by the Select Board.
7. Exit ways and all other passages need to be kept clear of obstructions at all times.
8. When an event is concluded it will be the responsibility of the organizer, or the person in charge, to ensure the facility and its grounds are clean and all debris is removed. If it is necessary to hire a private contractor to haul away trash, this service will be secured and paid for by the organizer. Trash removal must be accomplished within 24 hours immediately following the event.
9. Town buildings are not left open and arrangements must be made to unlock and lock building when needed. All doors must be locked and all lights shut off after use of Town Hall.

ACCIDENTS AND DAMAGE TO FACILITY

1. Prior to the event, the Town must receive an insurance certificate designating the Town of Dunstable as an additional insured entity under the terms of the agency's policy. The general liability insurance shall be for a minimum of \$1,000,000 and must be submitted to the Select Board's Office no later than one week prior to the event. This requirement may be waived by the Select Board in certain situations.
2. The Town of Dunstable assumes no liability for the event. All sponsor organizations must sign a liability waiver in advance of use of Town facilities.
3. The authorized persons or organization is responsible for the cost of repairs needed for damage occurring during their use. Failure to pay will lead to denial of future permits for that individual and organization.
4. The Town is not responsible for lost, stolen or damaged items.
5. In the event of an accident during use of Town facilities, the Select Board's Office must be notified within twenty-four hours of the accident or on the first business day after the accident.
6. All rooms authorized for use must be surveyed prior to and following use and, if there are any issues, problems or damage to the facility or equipment observed, the Select Board's Office must be notified within 24-hours. Repairs may not be made without prior approval of the Select Board.



FEES

1. The fee for use of Town Hall will be determined by the Board of Selectmen, along with a security deposit of TBD (each payable to the Town of Dunstable by Certified Bank Check) are required and must be received in the Select Board's Office after approval and no later than one week prior to the event. The cost of any damages or the cost of town employees required to clean up or repair any damages to Town facilities will be deducted from the security deposit. Damages in excess of the security deposit shall be borne by the individual or organization using Town facilities.

[Get started on your Facility Use Request Application Here](#)

Approved 05/23/23