

**TOWN OF RICHMOND
PUBLIC FACILITIES USE POLICY**

Section 1 - Purpose

It is the policy of the Town of Richmond (hereafter “Town”) that some of the buildings, parks and other facilities owned by the Town should be made available to the general public to use for activities that benefit Town residents, at a reasonable cost. Therefore, the Town sets forth the following rules and regulations for the management and protection of the public facilities owned by the Town and for the protection of the persons granted permission to use the same. **This policy only applies to gatherings larger than 50.**

Section 2 - Definitions

“Application Form” shall mean the “Public Facilities Application Form,” which is available in the Town office.

“Fee Schedule” shall mean the “Fee Schedule for Use of Town Facilities,” which contains the applicable fees for using public facilities, and is attached hereto.

“Public facilities” shall include the following buildings, parks and other facilities owned by the Town:

- Lane Field
- Houdlette Field
- Waterfront Park Gazebo
- Roberts Hall (Room capacity 58)

“Selectboard” shall mean the Town of Richmond Board of Selectmen.

“Use Agreement” shall mean the “Public Facilities Use Agreement,” which must be signed by the applicant prior to use of the public facility.

Section 3 – Application Process

- A. Any individual, business, public or private school, and/or organization desiring to reserve a public facility for temporary, exclusive use must complete an Application Form. Application Forms are available at Town Office.
- B. All applications shall be submitted to the Town Manager or his/her designee for review. If the application satisfies the provisions of this Policy, it shall be approved by the Town Manager; provided, however, the Town Manager may, in his/her sole discretion, submit the application for review by and approval of the Selectboard.
- C. All applications to reserve public facilities must be submitted at least two (2) weeks in advance of the date of desired use in order to ensure adequate time to coordinate scheduling.

- D. The Town Manager, or his/her designee, is authorized to approve and arrange the scheduling of requests for use of public facilities. Scheduling shall be on a first come, first served basis; provided, however, that Town activities and programs will have first priority for use of public facilities.
- E. **All applicable user fees, as set forth in the Fee Schedule, must be paid by cash or check at the time the application is submitted to the Town Manager**, and checks shall be made payable to the “Town of Richmond.” If the application is denied, the fees shall be refunded in full.

Section 4 – Standards for Issuance

- A. The Town Manager shall approve an application submitted pursuant to Section 3 of this Policy only if the application meets the following criteria:
 - 1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
 - 2. Adequate parking facilities exist and are available to accommodate the number of expected attendees at the proposed event or activity at the public facility;
 - 3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
 - 4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
 - 5. The proposed event or activity shall not unreasonably disturb persons who own and/or occupy land that is adjacent to such public facility;
 - 6. The public facility or portion thereof to be used has not been reserved for other use at the day and hour required in the application; and
 - 7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.
- B. If the application is approved, the Town Manager shall designate the specific area within the public facility where the event is permitted to take place, based upon the foregoing criteria.

Section 5 – Conditions of Use

- A. Following final approval by the Town Manager or Selectboard, as applicable, the applicant is required to sign a Public Facilities Use Agreement.

- B. The applicant is responsible for leaving the public facilities in the same condition in which they were received and shall be responsible for any loss or damage to facilities or equipment. The applicant shall be charged for any required repair or cleanup costs incurred as a result of the applicant's use of the public facilities.
- C. The applicant is required to comply with all applicable federal, state and local statutes, ordinances and regulations, in addition to any policies or conditions imposed by the Town Manager or Selectboard upon approval of the application, including, but not limited to, the following:
 - 1. Arranging and paying for adequate security services by the Town of Richmond Police Department, if necessary;
 - 2. Showing proof of liability insurance or adequate financial resources to cover any loss or damage to public facilities or Town equipment, and/or naming the Town as an additional insured on the applicant's insurance policy;
 - 3. Posting a security deposit in case of damage to public facilities, or costs incurred by the Town as a result of the applicant's breach of the Use Agreement.
- D. The applicant shall not engage in or allow any illegal activity to occur at the public facility. Illegal drugs, alcoholic beverages and/or tobacco products shall not be brought onto or consumed within the public facility.
- E. The applicant is responsible for any damage to the public facility or any part thereof caused directly or indirectly by the applicant or his/her agents, employees, guests, or invitees. The Town shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises for storage purposes or otherwise.
- F. As provided in the Use Agreement, the applicant is required to indemnify the Town for any claims arising from the applicant's use of the public facility.

FEE SCHEDULE FOR USE OF PUBLIC FACILITIES

The following fees shall apply to the reservation and use of public facilities. At the discretion of the Town Manager or Selectboard, for good cause shown, the fee for reserving public facilities may be waived for non-profit community organizations or civic groups from the municipalities of Dresden, Farmingdale, Hallowell, Monmouth and Richmond; provided however, custodial fees or other costs for Town personnel may be assessed. **NOTE: The fees listed below do not include overtime pay for Town staff or service personnel, or the employment of security when required by the Town.**

1. Athletic Fields/Gazebo:
 - \$50/(2-Hours) for single time use
 - \$25/(each hour after)

 - \$200 for extended use during summer months

2. Roberts Hall
 - \$50 (2-Hours) for single time use
 - \$25/(each hour after)

3. Public Works/Town Employee Fee:
 - \$25 per hour