

Appendix A: Use of Town Buildings

1. An application for a permit to use Town buildings or grounds by organizations not sponsored by the Town of Bridgewater at least one month prior to the date desired.
2. All applications shall be subject to the approval of the Town Board of Selectmen
3. Any permit issued shall be subject to the following terms and conditions as well as any other that the Town Board may adopt. **The permit may be cancelled without notice for failure to comply with these rules.**
 - A. Alcoholic beverages are prohibited on Town property.
 - B. Smoking is not allowed in the buildings.
 - C. No contributions or admission fees shall be solicited on Town property unless authority to do so has been given by the Town Board and is set forth in the permit.
 - D. The permit is valid only for use of the particular premises for the date or dates and times specified. The permit is non-transferable.
 - E. All children functions must be properly supervised by adult leaders. At least one person listed on the permit form shall be present at all times.
 - F. No custodian or other Town employee is to be given a fee for services rendered on Town property.
 - G. All rules of the Police and Fire Departments regarding public assemblies must be obeyed
 - H. Leaders are responsible for setting and cleaning up, closing windows, turning off lights and locking the building at the end of the program. (See below)
 - I. The Town will not be held responsible for any non-Town owned equipment or supplies left at the site.
 - J. NO signs allowed on or adjacent to Town Hall property without separate permit approved by the Board
4. **Permits shall NOT be issued...**
 - A. for any purpose that will interfere with use of building or grounds by a Town sponsored agency.
 - B. to any person or persons for personal or private gain, financial or otherwise.
 - C. for the purpose of holding a meeting of a political nature, supporting any national or local political party.
5. All groups will be subject to a fee of \$ 250 for use of the facility. The Board of Selectmen may, at their discretion may waive all or part of the fee.
6. It is further understood and agreed that the applicant assumes responsibility for the preservation of order and liability for damage or loss of Town property. A damage bond may be required.
7. Individuals or groups using Town facilities do so at their own risk and may not hold the Town of Bridgewater its officers or representatives liable for any injuries that may be incurred while on Town property
8. Priorities: Children Groups, Civic Organizations, Non-Profit Groups, Home Owners Associations, Bereavement or Memorial Services
9. Unless special arrangements are made, it is expected that facilities will not be used later that 9:00 PM, with the exception of municipal meetings.
10. The Town of Bridgewater Board may request an insurance policy of the facilities user to insure that should damages and/or personal injury occur at the Town buildings and grounds, Town of Bridgewater will not be held responsible.
11. The Town of Bridgewater reserves the right to cancel a scheduled use in the event of an actual anticipated violation of any rule, regulation or law or if a governmental use needs the use of the building. Any misrepresentation may void and permission concerning use of the facilities.
12. It shall be the responsibility of the user to leave the facilities in a clean and orderly manner; otherwise a custodial fee may be charged. The following guidelines listedbelow would be examples of minimal expectations that are required.
 - a) All tables/chairs shall be returned to their original placement
 - b) Carpet/flooring needs to be cleaned (spills/stains cleaned up, carpet vacuumed if necessary)
 - c) Removal of garbage from the building immediately after the meeting
 - d) Garbage and Recycle must be separated
 - e) Kitchen cleaned up
 - i. All dishes/utensils washed and returned to proper location
 - ii. Counter Tops/Tables cleaned.,
 - i.i.i. Coffee Pot/Stove/Microwave cleaned
 - f) Bathrooms clean.
13. Town Boards consent is required to put up decorations or scenery prior to date of usage.
14. Town of Bridgewater assumes no responsibility for properties left on the premises by the user, the user's patron, or the user's participants.
15. The user further agrees to hold the Town of Bridgewater harmless.