**POLICY FOR USE OF TOWN LANDS AND FACILITIES**

Town property may be used for recreation and education by residents, tax payers, and other community citizens and non-profits as well as by groups including (but not limited to) summer camps, churches, hiking clubs, scout groups and other youth organizations.

In order to decrease the impacts on Town facilities and land, and to ensure that all groups understand and use the facilities safely and with the least impact on and expense to the town, users must receive permission from the Select Board and adhere to all safety and use requirements.

* A permit application may be obtained from the Town Office and must be completed and given to the Select Board for approval or denial before any use.
* Applications must be received 10 days prior to the scheduled event.
* The Select Board may approve, approve with conditions or deny applications considering Town needs and the best interest of the Town.
* The Select Board requires adequate insurance as provided below before an application is approved.
* The Select Board reserves the right to adjust or waive posted fees or impose additional fees in the best interest of the Town.

**INSURANCE REQUIREMENTS:**

1. Applicant must have public liability insurance covering a minimum of $25,000 for property damage, minimum $400,000 for injury to one individual and $400,000 for injury to more than one individual. Your homeowner’s insurance may be sufficient to cover this requirement.
2. The Town of Porter must be listed as additionally insured.
3. The insurance must cover the activity described in the application.
4. The insurance company must send a written notice to the Town of Porter at least 30 days before any changes in or cancellation of the policy.
5. A copy of the insurance certificate with the Town listed as “Additionally Insured” must be on file in the Town office before an application is approved.
6. Other requirements may be added as deemed necessary by the Select Board.

**SAFETY AND USE REQUIREMENTS**

Alcohol, drug and tobacco use in any form are expressly prohibited on or in any Town property.

Uses in violation of any Federal, State or local ordinance or law are prohibited.

For any applicants applying for recurring use of the facility, a new application will need to be completed at the start of each year.

All fees related to the rental of space are outlined in the application. In order to qualify for non-profit pricing, the organization must be a registered non-profit. This can be verified through the State at the following address: https://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x

Key Policy, including deposit, will be adhered to for any use requiring access to a building or other secured facility.

Any facility used must be left in the same condition found prior to use. If a facility is not cleaned or restored to conditions prior to use, the Key Fee will not be refunded in order to cover the expenses for cleaning the room. Continued failure to clean or restore to pre-use condition or ongoing neglect of facilities will result in denial of use.

Groups including adult and minors using Town facilities must have liability insurance as outlined in the Insurance Requirements.

The Select Board or an appointed representative may attend any event or function on or in Town facilities.