



TOWN OF HARWICH

The 204 Cultural Arts Use Policy

204 Sisson Rd., Harwich, MA 02645 | (774) 212-3482 | kmewhinney@town.harwich.ma.us

The Town of Harwich (“Town”) recognizes that Town-owned buildings belong to the people of the Town and since these buildings have (in some cases) been established, maintained and operated by funds provided by local taxes, the Town recognizes and accepts the responsibility for making them available to responsible local, non-profit educational organizations and associations. The Town may also permit the use of Town-owned buildings by other responsible organizations not located in the Town of Harwich.

The 204 Cultural Arts Municipal Building will be rented for the purposes of but not limited to cultural uses which could include but is not limited to programs in such fields as the visual arts in multimedia, choreography, the culinary arts, creative writing, lectures, stage productions, dance, music, arts and crafts, comedy nights, talent shows, fundraising events, and film production. It could also be used for educational purposes. The building will be rented as is and the renter would be responsible for all operating costs.

The Town also recognizes that it is bound by law and must prohibit certain activities. Those activities prohibited include but are not limited to:

- A. Any activity that may be injurious to the building, grounds or persons.
- B. Any activity in conflict with any Federal, State, or local laws and regulations.

It is the Town’s intention to grant the use of certain Town-owned buildings under the Town’s regulations, for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible, recognized local persons, organizations or agencies. **The Town reserves the right to cancel any scheduled use of the building if a conflict occurs with necessary Fire Department regulations or Town activities. Such cancellations shall be rescheduled at the earliest possible convenience.**

The Harwich Board of Selectmen authorizes the Office of the Town Administrator to approve and arrange for scheduling the use of the Town-owned buildings noted here by the applicants satisfying the requirements noted herein.

1. The Town, because of its responsibility for protecting the buildings and property therein, may restrict use of space within buildings to certain times and areas. The Town and its representatives must have free access to facilities at all times.
2. Space rented at the 204 Cultural Arts Municipal Building is not intended to be used to operate a business. Any renter seeking to use the space to run any part of portion of a business must get special permission, in writing, from the Town Administrator.
3. Smoking is prohibited in all Town-owned buildings. Nothing shall be sold, affixed or attached to any part of the interior or exterior of the building without prior permission in writing from the Town Administrator's Office. The Town reserves the right to prohibit the display of offensive images in rented rooms.
4. Organizations receiving permission to use or rent a Town-owned building are responsible for the conduct of both participants and spectators. Adequate adult supervision should be available to handle anticipated crowds. Minors must have adult supervision at all times.
5. Violation of safety regulations or improper use of facilities will be cause for the revocation of permit for the use of the building.
6. When the service of a Town employee is required, in addition to their normal working hours, there will be a charge according to the building use fees. Payment should be made by check payable to the Town of Harwich and forwarded to the Town Treasurer's Office.
7. All applications for room rentals will be reviewed by the Town Administrator's designee, Director of Cultural Affairs.
8. Non Discrimination: All individuals and organizations requesting the use of a Town-owned building are advised that permission to use the building will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of race, color, creed, religion, sexual orientation, or gender identity. Discrimination against any individual or group for any of the aforementioned reasons will be grounds for revocation of permission to use a Town-owned building
9. Liability: The Town, in its discretion, may require a Certificate of Insurance in the amount of one million dollars naming the Town of Harwich as an additional insured. Additionally, the Town will be held harmless for claims arising from the use of the building by the applicant. The Town may also require an additional fee for the purpose of purchasing insurance for the use of a Town-owned building. It is the responsibility of any person or organization using a Town-owned building to maintain the original order and cleanliness of common areas and restrooms. No food or refuse is to be left in any room of any town-owned building. Such person or organization will be responsible for damages relating to its use of the facility.
10. The Renter will not be allowed to have his/her dog accompany them inside of the Cultural Center building or their rented space. This excludes service dogs protected under the Americans with Disabilities Act guidelines.
11. The building closes at 9:30PM, unless prior approval has been obtained in writing by the Town Administrator or his designee.
12. Overnight parking on the Harwich Cultural Center grounds is prohibited.