



MALLETT HALL BUILDING USE *Policies, Fees, Rules & Regulations*

USE POLICY

The Select Board recognize that, in addition to municipal offices, Mallett Hall and its grounds are available for social, recreational and educational use. All uses carry both direct and indirect costs. These costs arise from heating, electrical usage, upkeep, insurance and security. Event scheduling is used to avoid conflicts.

RESERVING THE HALL

- ♦ All uses are subject to review by the Select Board
- ♦ All requests must be made by using the registration form available at Town Office or the Town's website
- ♦ No use is permitted until this form is completed and returned to the Town Clerk with designated fee
- ♦ The Town Clerk will maintain a notebook of registration forms and a master calendar of approved uses
- ♦ Use by Pownal community groups and Pownal residents will have precedence over non-resident use
- ♦ All uses not sponsored by a town-appointed committee or board must show proof of insurance for the event

FEES

Fees are determined per room per day and will be collected with the completed registration form. Non-profit groups must maintain verifiable non-profit status and may include non-residents as members of their group. Community Non-Profit Events are typically social events open to the public. Advertising for such events is required at least 2 weeks prior using mediums of choice (Town Website/Calendar, posters, Facebook, Social Media, etc.)

♦ Town Appointed Boards & Committees	No Fee
♦ Resident For-Profit Groups	\$60
♦ Resident Private Non-Profit Group	\$25
♦ Community Non-Profit Events	\$25
♦ Non-Resident	\$75
♦ DeWitt Room / IT Support	\$100

RULES & REGULATIONS

- ♦ The USE OF ALCOHOL and/or TOBACCO is prohibited in or on the grounds of Mallett Hall
- ♦ The used area must be left in a neat and orderly fashion, with floors swept
- ♦ All trash must be placed in proper containers and any trash containing food must be removed
- ♦ All doors must be kept clear for safe egress in the event of an emergency.
- ♦ The Select Board or Town Administrator reserve the right to refuse use if, in their judgement, such use would be detrimental to the building or inappropriate for the community.



MALLETT HALL BUILDING USE REGISTRATION FORM

For security, safety and scheduling reasons, all users of any area within Mallett Hall or on the adjacent grounds are required to obtain permission for that use. All registrations are available for public inspection at the Town Clerk's office.

NAME / PURPOSE OF EVENT _____

DATES & TIMES _____

NAME & PHONE NUMBER OF ORGANIZER _____

SPECIFIC ROOM(S) REQUESTED

The Office of the State Fire Marshall has determined how many people each room in a public space can hold. For gatherings using tables and chairs, there may be 1 person per 15 square feet. For non-fixed seating, there may be 1 person per 7 square feet. Please check all that apply.

<input type="checkbox"/> VOTING ROOM
25.6 x 32.2 = 824 square feet
55 people w tables & chairs
118 people / open floor

<input type="checkbox"/> STAGE ROOM
25.1 x 37 = 925 square feet
62 people w tables & chairs
132 people / open

<input type="checkbox"/> DeWITT ROOM *
19.1 x 26.9 + 18 x 10.7 + 18 x 12.9 = 939 square feet
63 people w tables &

<input type="checkbox"/> GROUNDS

DATE SUBMITTED _____ FEE PAID _____

PROOF OF INSURANCE _____

*DEWITT ROOM - an additional fee of \$100 will be charged for rental of this room to cover expenses of break down, storage, and reset-up of the AV Equipment located in this room. It is recommended that this room not be used for small events (such as a birthday party); there are 2 other rooms available in Mallett Hall.

KEYS

I have a key I paid \$10 deposit to sign out a key A town official will lock & unlock

SIGNATURE / TOWN OFFICIAL _____

RESPONSIBILITIES

- ♦Make arrangements for locking/unlocking the building with Town Office. Signing out a key may be necessary.
- ♦Arrange for pre-warming in winter.
- ♦After the event, make sure floors are swept, trash removed, and heat & lights are turned off.

Should any of these rules and regulations not be followed or should the Town Office be notified that there is an on-going problem, that group or individual will lose privileges to use the space in the future.

PROOF OF INSURANCE / RISK MANAGEMENT

1. The USER shall hold harmless, indemnify and defend the Town of Pownal against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the Town, under the Maine Tort Claims Act pursuant to the provisions of 14 MRS Section 8101 et seq. or any other privileges or immunities as may be provided by law.
2. Prior to the execution of this Agreement, the USER will procure and maintain Liability Insurance and General Public Liability Insurance coverage and coverage in amounts of not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury, death and property damage, naming the TOWN as an additional insured thereon, and also Workers' Compensation Insurance coverage if applicable. With respect to the Liability Insurance, the USER will provide the TOWN a certificate of insurance evidencing such coverage, in this way: certificate must say either (A) *"the policy has been endorsed to name the Town of Pownal as an Additional Insured"* and a copy of the endorsement must come to the Town of Pownal with certificate, or (B) *"the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the Town of Pownal is, in fact, automatically made an additional insured."* The USER shall furnish the TOWN and thereafter maintain certificates evidencing all such coverages, which certificates shall guarantee thirty (30) days' notice to the TOWN of termination of insurance from insurance company or agent. The USER shall provide the Town with a Certificate of Insurance naming the Town as an Additional Insured annually.

Signature of person in charge of activity