COMMUNITY USE OF
Topsham Municipal Office

PHILOSOPHY: The Board encourages the use of these facilities for activities that are of benefit to the community as a whole. Such use will be limited to the first floor Municipal Meeting Room, when not in conflict with other regularly scheduled Municipal Meetings. Chair capacity for the room is 80, standing capacity is 125.

I. USE WITHOUT RENTAL CHARGE (Please refer to Section E)

A. Community Service or Enrichment: Any non-profit group or organization providing to the general public a free service or free enrichment program such as health, education, safety, or culture may apply for use of the facility without rental charge.

B. Meetings: Municipal Building facilities shall be made available without rental charge for meeting purposes to the following:

1. Officially recognized citizen groups.

2. Local Civic Organizations.

3. Educational purposes acceptable to the Board.

C. The Municipal Meeting Room will not be available for use to any "For-Profit", or business use entity.

D. Applications for facility use, are available either through the Town Manager's Office or the Topsham Community Services Office.

E. Conditions of Use Without Rental Charge:

1. Whenever possible, the hours of use should coincide with hours during which custodians are on regularly assigned duty. The appropriate administrator will inform the applicant when labor charges are necessary.

2. It shall be the responsibility of the persons using the facilities to leave them in the condition in which they were found. If this is not done to the satisfaction of the Custodian, a charge shall be levied for any extra labor required for clean-up.

3. Proof of liability insurance coverage may be required as a condition of approval. Minimum Standard coverage as required by Town Insurer must be met.

II. USE OF FACILITY WITHOUT CUSTODIAL COVERAGE

1. Whenever deemed necessary (time when Custodial Coverage is not available), use of the Municipal Meeting Room may be requested by a Citizen Group. A responsible individual must be identified, oriented, and trained for the opening and closing of the facility. Signing out of a Key, may then take place for a 72 hour period and/or returned on the next business day. Misuse or abuse of the facility may necessitate a group to lose further use of the facility.

III. PUBLIC USE OF PORTABLE EQUIPMENT

Use of Town owned Portable Audio Equipment may be requested through the Community Services Department. Any damage that occurs with use of equipment is the responsibility of the group using the facility, and subject to related charges.

IV. This policy is subject to revision and update as deemed necessary by the Town Manager with Board of Selectmen approval.

Town of Topsham
Rules related to Use/Rental of Municipal Office Building

1. The Select Board, acting through its agent, the Manager or his/her designee, reserves the right to approve or reject any application.

2. Use of tobacco (smoking or chewing) is prohibited in any facility at any time.

3. Approved applicants shall be responsible for damage that may be caused by their use or sponsorship.

4. Approved applicants will comply with local ordinances pertaining to buildings and their use and shall adhere to the Town of Topsham police and fire regulations at applicant's expense.

5. No person under the influence of intoxicating beverages or controlled substances shall be permitted in any facility, nor shall any person bring, use or serve alcoholic beverages or controlled substances.

6. Firearms are not permitted in the municipal office, except in the case of sworn law enforcement personnel .

7. The Manager and/or designee shall have authority to enforce any and all building regulations and policies.

8. Any group using the Municipal Facility must follow all handicapped and emergency access parking notice. Failure to do so, may result in vehicles being towed.

9. Approved applicants are expected not to use the facilities in any way that would be considered below the standards of entertainment or amusement ordinarily provided by town groups or allied organizations.

10. The Town reserves the right to adjust regulations or cancel applications.

11. The Manager will report monthly use of facilities to the Board in agenda notes.