**Building Use Committee**

**Rental Procedure**

**Receiving Applications**

Applications for use may be submitted by email as a PDF file or by submitting a paper application.

* Emailed applications are accepted by the Request Manager.
  + Paper applications are delivered or mailed to the BUC mailbox which is checked every. Wednesday by the BUC Treasurer.
    - The BUC Treasurer makes one copy of the application, and if included with the application, makes two copies of the check, and one copy of the security check.

Keeps the original checks until the application is approved or denied. Leaves the original application in the mailbox and alerts the Request Manager that an application is there.

**Processing an Application – Request Manager**

* + Retrieves the application and scans it in if not already in electronic form.
  + Posts it on the BUC page under Submitted Applications.
  + Enters it in the BUC calendar as follows:
    - A request for use is entered with the annotation, *Pending Review* following the calendar entry. Until approved it remains in the *Pending* category.
    - A request to hold a date is entered with the notation *Contact BUC about availability* following the calendar entry. The category would be the requested building.
  + Sends email notification to the BUC and the applicant that the application has been received.
  + Provides a link to the submitted application for review at the next BUC meeting.
  + Brings the original copy to the meeting.

**Reviewing an Application**

* The BUC reviews and either approves or denies the applications at the next meeting.
* At the time of approval, a committee member is assigned to follow the rental.
* If approved with complete paperwork and a check, the Request Manager removes the *Pending Review* annotation, changes the category to *Community Hall* or *Jacobs Road* and notifies the applicant, Tim, and Hilma that the request has been approved.
* If approved provisionally, pending any incomplete requirements, the Request Manager changes the notation to *Provisional Approval*.
* If denied, the Requests Manager will notify the requestor with the reason for the denial.
* Rent check and copies are given to the *Town? Or BUC* Treasurer and security check to Assigned Committee Member.

**Duties of the Assigned Committee Member**

1. Identifies themselves to the applicant as their assigned committee member and lets them know their request has been approved.
2. If not already received, requests that the rental fee and security deposit be forwarded to the Building Use Committee immediately in order to secure the date. It can be dropped in the town mailbox outside the Post Office addressed to BUC Treasurer or mailed to BUC Treasurer, c/o Town Coordinator, 1 East Main St, Heath MA 01346.
3. Arranges for any needed pre-visits. Makes a plan for giving the key, if needed, at the time of the rental, and returning it immediately after the rental.
4. Reviews checklist and instruction for use of kitchen equipment and in use of the alarm system if rental is for Jacobs Road.
5. Checks condition of building following use, returns the security check if all is in order. If it is not, documents the issues either in writing or by taking cell phone photos and contacts the renter to work out a solution to any concerns. The problem may need to be reported to the committee if additional help is needed to work out any issues.
6. When all is in order, and the security check has been returned, reports to committee that the rental agreement has been fulfilled.
7. The copy of the security deposit is marked returned with the date. Any paperwork relating to the rental is moved to Rental Complete file.

**BUC Treasurer’s Duties for Approved Applications**

* If the rental check and security deposit come in after the BUC meeting, the BUC Treasurer makes two photocopies of the rental check. One photocopy goes in the Accountant’s box at town hall. A second copy is placed in BUC rental file at the school building.
* Forwards the original check with filled out Schedule of Departmental Payments Form, to the Town Treasurer.
* Forwards the security deposit check to the BUC member assigned to follow the rental. The copy is placed in the BUC rental file along with the copy of the application, and the copy of the rental check.
* Reports monthly to the BUC on income and expenses.