Building Use Division of Responsibilities

Select Board

Sets and Approves Charge, Policy, Fee structure

Appoints Committee Members

Negotiates Long Term (nine months or longer) rentals and leases

Approves requests for rent reductions or waivers

Assigns office space and any permanent assignment of space

Town Coordinator

Supervises Building Manager

In collaboration with Building Manager and BUC chair, negotiates emergency requests for building use.

Oversees permanent office and space use by municipal employees.

Issues keys for town employees and Committee members (and long-term leasers?)

Submits payments and invoices to accountant

Requests financial reports

Building Manager

In accordance with job description, maintains buildings for town use and rentals.

With Town Coordinator, schedules and oversees all equipment maintenance and repairs.

In collaboration with BUC Committee, develops list of volunteer tasks and projects

In collaboration with Town Coordinator and BUC chair, negotiates emergency requests for building use.

Building Use Committee

Reports to Select Board on request and at least every 2 months

Keeps building calendar

Negotiates and manages short term rentals in accordance with town policy. Approves amendments to agreements as needed

Manages long term leases and rentals in accordance with Select Board negotiated agreements

Collects rents and deposits

Issues and collects keys for short term (or all) renters (and leasers?)

Ensures the building is open, that renters follow terms of agreement and leave the building in order

Reports custodial and maintenance needs to Building Manager and/or Town Coordinator and/or Facilities Committee.

In coordination with Building Manager, organizes and implements volunteer tasks and projects

Submits payments Town Coordinator.

Submits Invoices and expenses to Town Coordinator.

Requests financial reports from Town Coordinator.

Renters

Follows the terms of the *Requirements for Use* Document.

Are responsible for their own set up and clean up.

May request equipment or furniture (chairs, tables, if available, etc) to be delivered to rented space, but are responsible for setting them up and taking them down.

Leave space broom clean and in the order they find it.

Removes trash.

Negotiates any extra custodial support that is needed at their own expense. The Building Manager has right of first refusal

Municipal Users

Requests assistance of Building Manager for set up and clean up, trash removal, etc.