

TOWN OF HEATH BUILDING USE POLICY

This document may be amended by the Building Use Committee for approval by the Select Board.

1. SCOPE

This policy statement governs the use of the Community Hall and the municipal building at 18 Jacobs Road. The Heath Building Use Committee is responsible for ensuring this policy drives municipal and non-municipal use of town buildings.

2. TYPES OF USE AND PRIORITY

The buildings and grounds are available for use in the following priority order: (1) municipal use, (2) private rentals, and (3) community use.

3. APPLICATION FOR USE

Application for use is made to the Building Use Committee or the Select Board.

3.1 Application for short term and/or limited use of the building and grounds is made to the Heath Building Use Committee (BUC).

3.2 Application for long-term, extensive, or permanent use is made in writing directly to the Select Board and negotiated in a public meeting. This use includes, but is not limited to: (1) licensing or leasing by a private entity (2) extensive and extended weekly use for a community program, and (3) any permanent assignment of municipal space.

3.3 All application forms are available at the Heath Town Offices at 1 E. Main Street, Heath, MA and on the Building Use Committee page on the town website, [Town of Heath Building Use Committee](#).

4. WIFI

Indoor access is available to community members without charge during set hours of operation where available. Users are required to register and complete a Use Agreement and Release of Claims form. Minors 12 years and under must be accompanied by a responsible adult.

5. LEGAL COMPLIANCE

Groups and individuals using town facilities must comply with all state laws, town by-laws and building use regulations.

6. FEES

Fees are set by a vote of the Select Board and included in the Heath *Requirements for Use of Town Buildings*.

- Municipal and Town Sponsored use—there is no charge for municipal use of the facilities.
- Community use—suggested donations or charges apply for some community use.
- Private use—charges apply for all private use.
- Funeral reception—there is no charge for a funeral reception.
- Fee reduction—application for any reduction in fees must be made in writing to the Select Board and approved before the date of the event.

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7. MUNICIPAL

Short-term and/or Limited Municipal and Town Sponsored Use

- Municipal use is free and available on a first come, first served basis. Municipally sponsored events are covered by the town's insurance and subject to town requirements and restrictions.
- Municipal use includes any town event or activity sponsored by a Heath board, committee, commission, department member, or employee. Town sponsored events and activities may include official meetings and trainings as well as public events intended for the enrichment and support of community life.
- Application for short-term or limited municipal use is made by contacting the BUC Calendar Coordinator or Chair or by using the [*Application for Municipal Use*](#).
- Town sponsored events may be organized by the town bodies themselves or by grassroots groups or individuals who seek committee approval for a community event. Examples of municipally sponsored events include but are not limited to
 - Regular meetings of a board or committee
 - Annual and Special Town Meetings
 - Training and information meetings
 - a cooking class or story hour offered by the library staff
 - Bones and Balance classes offered by the Town Nurse
 - A fundraising breakfast held by the Heath Firefighters Association, a private 501c3 organization, and sponsored by the Heath Firefighters, a department of the town,
 - a weekly volleyball game organized by a group of enthusiasts, and sponsored by Parks and Recreation
 - an exercise class organized by a Heath elder and sponsored by the Council on Aging.
- Sponsored events that are not organized directly by a town body itself must be approved by a majority vote of the sponsoring committee and should be in keeping with its function and open to the public. Sponsored events are not meant to include private or partisan gatherings or for-profit business ventures intended to produce income for a private individual or cause. Request for sponsorship by non-committee members is made in writing to the chair of the relevant town body before applying to the BUC for use of the space. Application to reserve the space is made to the Building Use Committee using the Application for Municipal Use and must include the name of the sponsoring body. Such applications are reviewed and approved by the BUC depending on availability and compliance with Heath Building Use Policy.

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8. PRIVATE RENTALS

Short-term and/or Limited Private Rentals

- Short-term rentals include but are not limited to such things as private birthday parties, family reunions, and weddings.
- Applications for Short-term or Limited Rentals are made to the BUC using the [*Application of Non-Municipal Use*](#).

Long-Term Private Leasing and Licensing

- Long-term leases and licenses are negotiated with the Select Board which has complete jurisdiction over the fees.
- A long-term lease or license is generally one that involves exclusive use of a defined area of the building for an extended period of time and one that may be renegotiated at regular, designated intervals in accordance with the terms of the lease or licensing agreement.
- Examples of a private license include but are not limited to such things as licenses for a private school or play group, or private office or commercial space.
- Application is made in writing directly to the Select Board and the lease or license agreement is negotiated in a public meeting of that Board.

9. COMMUNITY USE

Short-term and/or Limited Community Use

- Depending on availability, buildings may be approved for short-term or limited community use for meetings, events, and activities sponsored by town residents, taxpayers, and Heath-based community groups.
- Examples of community use include but are not limited to such things as monthly meetings; community service activities; fund raising events; recreational activities open to the community such as pickup basketball or volleyball games, and arts and craft groups.
- Heath-based community groups include but are not limited to such entities as the Heath Agricultural Society, Friends of the Heath Library, Heath Firefighters, and Heath Little League.
- Application is made to the BUC using the [*Application for Non-Municipal Use*](#).
- Donations for community use always are encouraged and, in some cases, a fee may be required.

Extended, Extensive Weekly, or Seasonal Use for Community-based Programs

- Extended and extensive weekly use of the building for a community-based program that serves community interests, is negotiated with the Select Board.
- Fees may apply and are negotiated with the Select Board.
- Adequate adult supervision and current insurance certificates, naming the town of Heath as also insured, are required.
- Examples of extended, extensive weekly, or seasonal use for community programs include but are not limited to such things as free after-school programs enrolling Heath students and cooperative day cares that enroll Heath adults or children.
- A written agreement must be negotiated and signed by the Select Board and applicant before the first meeting of the program.