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.

1. **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.

1. **Application for Use**

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

* 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*](https://townofheath.org/g/77/Building-Use-Committee)*.*

1. **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.

1. **Legal Compliance**

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

1. **Fees**

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

* Municipal 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.
1. **MUNICIPAL USE**

**Short-term and/or Limited Municipal Use**

* Municipal use is free and available on a first come, first served basis.
* Municipal use includes any town event or activity sponsored by a Heath board, committee, commission, department member, or employee.
* Examples of short-term or limited municipal use include but are not limited to such activities as occasional or regular weekly meetings, trainings, Special and Annual Town Meetings, recreational activities, and library events.
* Application for short-term or limited municipal use is made by contacting a BUC member or by using the [*Application for Municipal Use*](https://townofheath.org/files/Application_For_Municipal_Use.pdf).

**Long-Term or Permanent Assignment of Municipal Space**

Long-term or permanent assignment of office and storage space for municipal use is at the sole discretion of the Select Board. Proposals for such assignments are made in writing directly to the Board.

1. **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.
* Applicationsfor Short-term or Limited Rentals are made to the BUC using the [*Application of Non-Municipal Use*](https://townofheath.org/files/Application_for_Non-Municipal_Use.pdf)*.*

**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.
1. **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*](https://townofheath.org/files/Application_for_Non-Municipal_Use.pdf)*.*
* 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.