

TOWN OF HEATH

MASSACHUSETTS



SELECT BOARD

Policy for Coordination of Jacobs Road Building Use

Key: BUC Building Use Committee
HYPA Hilltown Youth Performing Arts
TCo Town Coordinator

Municipal Government Activities:

- Town entity will look at the BUC building use calendar to determine availability of space
- Entity will contact TCo with space request
- TCo will coordinate town request with HYPA and make determination of how best to honor the dual usage
- TCo will convey determination to the town entity
- Town entity will reserve the space on the BUC building use calendar

Private Rentals:

- Private party makes application for rental with BUC according to policy
- BUC reviews application and, if appropriate, gives tentative approval pending space availability.
- BUC contacts TCo with date, time and requested place of usage.
- TCo will coordinate town request with HYPA and make determination for availability of space.
- TCo will contact BUC with determination
- BUC makes final decision on application and adds event to the building use calendar

To assist and encourage open communication and cooperative use of space,

HYPA will be submitting usage reservations as soon as they are planned. For reference, see "Lease," section 6.5.

This policy is developed and applied with the understanding that the Jacobs Road property is spacious enough to host multiple groups and activities simultaneously. The Select Board encourages multi-generational and diverse use of its facilities in a cooperative manner.

Approved by the Select Board June 21, 2022