

# Application Information for Private and Community Use Heath Town Buildings

## 1. General

The Community Hall and Jacobs Road Municipal Building are available for short term rental (less than 9 months) or use. Submit an application to the Heath Building Use Committee. Some events may require a face-to-face meeting with the Committee. After you have read this document, if you have any questions please contact Lyra Johnson, Building Use Committee member, lyrajohnson@yahoo.com. For inquiries about kitchen rentals, please contact Alice Thompson, Building Use Committee member, alicelee727@gmail.com

## 2. Applications

Application materials may be downloaded from the Building Use Committee web page or requested from the Town Coordinator, TownCoordinator@townofheath.org, 413 337-4934, ex 0.

Applicants are responsible for inspecting facilities to determine their suitability for your purpose. The Town of Heath makes no warranty regarding the suitability of any facility for requested usage.

Completed applications must be received at least 14 days prior to your event.

## 3. Fee Schedule

- Rentals are charged by the block. A Block is up to 4 hours.
- Heath residents and taxpayers receive a 20% discount.
- These fees are for short term uses. Anything over 9 months is considered long term use and must be negotiated with the Select Board.

There are no fees for

- funerals or memorial events for town residents and taxpayers and their immediate families. (Contact HBUC Calendar Coordinator, Pat McGahan, pmcgahan75@gmail.com, or Chair, Pam Porter, pam\_porter@verizon.net, 413 337-5525 to expedite your application.)

- Community events open to the public sponsored by a town board or committee, or where the fee is waived by the Select Board Donations to support building upkeep are always welcome. The following rental fees apply to all other users. They are established by the Select Board and may be waived or mitigated only at their discretion and by arrangement with them, prior to the date of use

**Fee schedule**

<b>Jacobs Kitchen</b>	Up to 4 hours	Over 4 and up to 8 hours	Over 8 hours and up to 12
Gym, Atrium or Cafeteria	\$35	\$70	\$105
Kitchen	\$40	\$80	\$120
Kitchen, Light Use*	\$15	\$30	\$45
Exclusive Use of Grounds and All Available Rental spaces**	\$100	\$200	\$400
Outdoor rental only			<i>Inquire for details</i>
3-door refrigerator			<i>Inquire for details</i>
Freezer			<i>Inquire for details</i>

\*Light use of the kitchen means using refrigeration (single door units only), plating food, counters and sinks. Does not include use of stove, dishwasher, other equipment.

\*\*Includes outdoor areas, gym, atrium, cafeteria & kitchen.

<b>Community Hall</b>	Up to 4 hours	Over 4 and up to 8 hours	Over 8 hours and up to 12
Per floor, no kitchen	\$20	\$40	\$60
Kitchen	\$30	\$60	\$90
Light Use of Kitchen*	\$15	\$30	\$45

\*Light use of the kitchen means using refrigeration, counters for plating food, and sinks for washing up. Does not include use of stove, dishwasher, other equipment.

#### **4. Security Deposit**

The applicant is responsible for paying for repairs for any damage occurring to the building as a result of use by any participants at their event. This includes during preparation for and clean up following the event. A security deposit of \$50 or 30% of the rental fee, whichever is greater, is required for the rental of the facility and should be submitted as a separate check from the fee. Security deposits are returned when Heath Building Use Committee is satisfied that any damage and/or cleanup has been taken care of by the renter and the key has been returned.

#### **5. Cancellations**

For a full refund, cancellation is required 10 days prior to the date of the event. With less than 10 days' notice, half the fee will be refunded. In either case, renters may request to reschedule the event without loss of the fee. There is no refund or option to reschedule if the event is canceled without notice.

#### **6. Care of the Building and Clean Up**

The Town of Heath does not provide extra custodial services. All users are responsible for set up, clean up and trash removal after their event or program and arranging the area in the way it existed prior to their use of it. (see *After Use Checklists*). If the user fails to clean up or remove trash in accordance with the After Use Checklist, the cost of the clean up and trash removal will be deducted from the security deposit and/or otherwise charged to the user, and may affect the future availability of the space to the user. Food and beverages of any kind are not permitted in the gymnasium or library. Users signing up for use of the kitchen and its equipment must be trained by a person designated by the Heath Building Use Committee. A person with ServSafe certification may be required to be present during certain uses of the kitchen, such as when food being prepared in the kitchen is being sold or made for the public. No marking, driving nails or other defacing of the building or grounds or its contents is permitted.

#### **7. Kitchen Use or Rental**

Applicants signing up for use of the kitchen and its equipment must be trained by a person designated by the Heath Building Use Committee. A person with ServSafe certification may be required to be present during certain uses of the kitchen, such as when food being prepared in the kitchen is being sold or made for the public.

#### **8. Supervision and User Conduct**

Applicants receiving permission to use Town of Heath property shall be directly responsible for the proper conduct of persons in the occupied facility and grounds, and must provide sufficient adult supervision of users who are minors. A minimum of two responsible adults is required for any event that includes any unaccompanied minors. The HBUC reserves the right to require more supervisors depending on the size of the event and the number and age of minors expected to participate. Applicants and participants must adhere to all applicable State and Local Laws including but not limited to no smoking within the facility or on the grounds, no

alcohol being served to minors, and no sale of alcohol without a permit from the town. Use of the facility shall terminate no later than twelve o'clock midnight unless special permission is obtained at the time the application is approved. In addition to providing adequate supervision, applicants are responsible for not exceeding the allowed capacity of the space(s) being used and for ensuring that spaces not rented are not used by any attendees. If spaces not rented are used in any way, the rent for those spaces will be charged to the user and/or subtracted from the deposit. The Town of Heath reserves the right to limit the number of people in any particular space for safety reasons.

## **9. Insurance and Safety**

Users are responsible at all times for the observance of fire and safety requirements and building capacity limitations as posted on the building. A signed Release of Claims Waiver is required (part of application form). Users not affiliated with the Town of Heath may be required to submit a certificate of liability insurance which names the Town of Heath as also insured, prior to facility use. Police may be required for events with an estimated attendance exceeding 100. It is the responsibility for the user to notify the Chief of Police if the estimated attendance might exceed 100 and to cover the cost of the police coverage if it is determined to be necessary. Police detail expenses are payable directly to the Town of Heath and must be paid before the event.

## **10. Smoking and Alcohol Use**

There is no smoking of any kind or vaping allowed on any town property. Alcohol may be served in accordance with the state law and town policy. Form *Use of Alcohol and Service of Alcohol by the Lessee on Town Property* must be completed regardless of whether alcohol will be served (part of application form).

## **11. Keys and Building Security**

When the application for use has been approved, and prior to the event, arrangements will be made for obtaining and returning the building key(s). If the applicant is issued a key to the building, it must be returned upon the completion of the event, to a HBUC committee member designated prior to the event, or to the drop box located in the facility. Arrangement for the return of the key must be agreed upon prior to the event. The security deposit will not be returned and/or further use of the building will be denied until the key is returned. Applicant agrees not to disclose the security code if authorized access. Any applicant who passes along the key or security code to another person will not be authorized to receive a key in the future and may lose their right to use the building in the future.

Due to fire regulations doors cannot be propped or pegged open at any time.