

Heath Building Use Policy

18 Jacobs Road

Approved by Select Board 12/03/2019

This policy statement governs the use of the municipal building at 18 Jacobs Road known as the Heath School Building.

Types of Use

The building and grounds are available for municipal use, private rentals, and community use.

Scheduling Priority

In scheduling the use of the building, the priority order is (1) municipal use, (2) private rentals, and (3) community use.

Application for Use

1. Application for short term and/or limited use of the building and grounds is made to the School Building Use Committee (SBUC).
2. Application for long-term, extensive, or permanent use is made in writing directly to the Select Board and negotiated in a public meeting.
 - a. 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. All applications forms are available at the Heath Town Offices at 1 E. Main Street, Heath, MA and on the town web site, *townofheath.org*.

WiFi

The Wi-Fi network is available to community members with some type of sign in required and assurance of the safety of minors in the building.

Legal Compliance

Groups and individuals using the 18 Jacobs Road facilities must comply with all state laws, town by-laws and building use regulations.

Fees

1. Municipal use—there is no charge for municipal use of the facilities.
2. Community use—suggested donations or charges apply for some community use,
3. Private use— charges apply for all private use.
4. Funeral reception—there is no charge for a funeral reception.
5. 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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MUNICIPAL USE

1. Short-term and/or Limited Municipal Use

- Municipal use is free and available on a first come, first served basis.
- Application for short-term or limited municipal use is made by contacting a SBUC member or by using the form specified in *Town of Heath Requirements for Use of the Heath School Building*.
- 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.

2. Long-Term or Permanent Assignment of Municipal Space

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

PRIVATE RENTALS

1. Short-term and/or Limited Private Rentals

- Applications **for Short-term or Limited Rentals are** made to the SBUC using the form specified in *Town of Heath Requirements for Use of the Heath School Building*.
- Examples of limited rentals include but are not limited to such things as workshops and weekly dance or exercise classes offered for a fee by a private business owner.
- Examples of short-term rentals include but are not limited to such things as private birthday parties, family reunions, weddings.

2. 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 are 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.
- 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.
- 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.

COMMUNITY USE

1. Short-term or Limited Community Use

- Depending on availability, the former school building 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, pickup basketball or volleyball games, and arts and craft groups that are open to the public.
- 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.

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- Application is made to the SBUC using the form specified in *Town of Heath Requirements for Use of the Heath School Building* and must be received 14 days prior to the requested use.
 - Donations for community use always are encouraged and, in some cases, may be required.
- 2. Extended and 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.
 - Competent 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 before the first meeting of the program.