



Town of West Stockbridge Town Facilities Use Request Form

This application is required to be completed by all groups, organizations or individuals seeking to use the Town Hall Complex and facilities for the purpose of offering recreational, educational or cultural activities or events to the general public.

Applicant Name and Group Name: _____

Applicant Address: _____

Name of Contact Person: _____

Applicant/Contact Person Phone Number: _____

Requested facility to be used: (Soccer field, baseball field, gym, meeting room, etc.):

Requested Dates for use: _____

Additional Remarks: _____

Return completed application and all required signed forms for liability and release forms to:

Marie Ryan, Town Administrator

or email to: admin@weststockbridge-ma.gov

21 State Line Road

West Stockbridge, MA 01266

Approved: _____ Denied: _____

West Stockbridge Town Administrator _____ Date: _____



Town of West Stockbridge Users Indemnification Agreement

The User (insert applicants' name): _____

Shall, to the maximum extent permitted by law, indemnify and save harmless the Town of West Stockbridge, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the Users' lease or use of the Town Hall Complex, located at 21 State Line Road, West Stockbridge, Massachusetts for any damages to its real or personal property that occurs in conjunction with the lease or use of the buildings, facilities or grounds associated with the Town Hall Complex by User, unless the damage is caused by the Town's gross negligence or willful misconduct.

Signature of User

Address

Address

Phone Number

Date



Town of West Stockbridge Recreational and Volunteers Activities Release Form

I/we, the undersigned

Name of individual or group

do hereby consent to my participation in voluntary or recreation programs conducted at the West Stockbridge Town Hall Complex.

I also agree to forever release the Town of West Stockbridge, and all their employees, agents, and Board members from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or members of the above group or organization or property damage resulting from my participation in the activities at the Town Hall Complex.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this form. I understand that my participation is voluntary and that I am free to choose not to participate in said program or activity as a volunteer with the full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I/we may suffer in volunteer activities or recreation programs conducted on the Town of West Stockbridge property.

Participant/Group Signature:

Date: _____



Town of West Stockbridge Town Facilities Use Policy

1. **PURPOSE:** The purpose of this policy is:
 - 1.1 To establish guidelines and procedures for the use of the Town Hall complex and facilities by local units of government, public schools, local non-profit groups and Town Residents. It is the intent of the Select Board to allow non-profits groups, local government and residents use the available meeting and gathering space whenever feasible, provided the use presents no maintenance problems, is consistent with Town policies and procedures, presents no additional liability to the Town and is does not present any safety issues due to any current health concerns, such as a pandemic.
 - 1.2 This policy shall govern the use of the Town Hall complex and facilities inclusively, including; town offices, public meeting spaces, gymnasium, library, police station, grounds and recreation areas. Public meeting spaces are those areas accessible without having to enter office or work spaces.
2. **AUTHORITY:** The West Stockbridge Select Board. The Town Administrator shall be in charge of scheduling all uses of the building, grounds and facilities.
3. **APPLICATION:** This policy applies to all elected and appointed Town officials and employees, volunteers, and the general public.
4. **RESPONSIBILITY:** The Select Board or its designee(s) shall be responsible for implementation of this policy.
5. **POLICY:**
 - 5.1 **Permissions:**
 - 5.1.2 The Select Board shall have the authority to grant or deny exceptions to this policy which are in accordance with state laws and regulations as well as current health safety exemptions, and to grant or deny permission to use the facilities or land when this policy does not address the requested use.
 - 5.1.3 Applications should be submitted to the Town Administrator, 21 State Line Road, West Stockbridge, MA 01266. Requests for additional information or general questions regarding this policy should be directed to the Town Administrator by calling (413) 232-0300 extension 319. The application shall state, at minimum, the name and address of the applicant and its officers; the date, time and area(s) requested for use; the expected length of the use; the set up and any Town equipment required; the nature and purpose of the use and; the number of people expected to attend the proposed activity. In addition, the applicant shall agree to

accept responsibility for damages and clean up costs, if necessary. Applications must be made at least two (2) weeks before the proposed use, but not more than sixty (60) days prior to the proposed use.

5.2 Scope of Permissible Use:

5.2.1 Non-Commercial Purposes: The Town Hall complex and facilities may not be used for any commercial purposes or promotional purposes. No admission charges or public sales or other uses are allowed unless expressly authorized by written agreement with the Select Board.

5.2.2 Resident Individual or Family Use: An individual or family use of the Town Facilities will require the completed Town Facilities Use Request Form and the Users Indemnification Agreement prior to use. Once permission is granted, the individual or family will be able to arrange for access to the facility with the Town Administrator.

5.3 Limitation on Use:

5.3.1 Permission to use the grounds and or facilities is limited to the approved room(s) or spaces described in the Facilities Use Agreement, which all users shall be required to execute. No permission is granted to any group or individual to enter any other room, except the restrooms, entry ways, and hallways which must be traversed to gain access to the meeting or gathering space. **All persons or groups under the age of 18 must be supervised by an on-site adult at all times who shall be responsible for the group or individuals.** No activity will infringe on the ability of staff or other organizations to access the facility. All groups using the facilities must limit participation to the posted maximum "allowable" persons in the room per fire and occupancy regulations as well as current Board of Health safety guidelines.

5.3.2 Signs and Emblems: Signs on the Complex advertising the time and place of the authorized meeting or event and the name of the sponsoring group will be limited in size to no greater than 4'x4'. The signs may be placed no sooner than forty-eight (48) hours prior to the start of the meeting or event, and must be removed at the conclusion of the meeting or event. No other signs, emblems or symbols may be erected on the grounds and facilities by any group or individual.

5.4 Revocation of Use:

5.4.1 Priority of Town or Government Agency Use: For all applications, priority for the use of any portion of the Town Complex will be given to the Town and Government Agencies. No use of the Town Complex will be permitted which inhibits the regular, uninterrupted use of the Town Complex by the Town or other excepted user by reason of conflicting need for the facility or land, generated noise, or any other reason.

5.4.2 The use of the Town Complex shall be denied to any group or individual which has, at any time prior to any requested use, been responsible for, or caused, any damage to Town property or has failed to clean up and secure facilities. Subsequent approval may require a higher insurance level or additional security and custodial charges to be paid for by the applicant. However, no individual or group shall be denied use of the Town

Complex because damages not caused directly by the group or individual, group members or invited guests.

- 5.4.3 Any permissions granted under this policy to use the Town Complex may be withdrawn by the Select Board or Town Administrator in the event of inclement weather, other emergency or current Board of Health safety guidelines.

5.5 Liability:

- 5.5.1 Any group using the Town Complex pursuant to this policy shall be required to execute a release of liability for any damages incurred during the time of use. Moreover, any such group or individual using the Town Complex shall be required to execute an agreement to guarantee and hold harmless the Town from any liability to third parties for injury caused by the group or any persons or groups invited to attend the meeting or event. The group or individual shall be liable to the Town for any and all damages to Town property or personal injuries caused by the group's or the individual's use whether or not such damage is the result of negligence, intentional acts, or accident. Moreover, as part of any application for use, the Select Board or Town Administrator may further (1) require a certificate of liability insurance naming the Town as an additional insured, (2) that the group post a bond, or (3) that the group provide a refundable security deposit. If required, minimum certificates of insurance shall be written for statutory minimums (\$500,000/\$1,000,000).

- 5.6 **Set-up:** The authorized user is responsible for setting-up the meeting or use area, providing extra chairs in the meeting room, and supplying such items as easels, bulletin boards, and other equipment. Equipment such as a bulletin board and tack boards owned by the Town and located in the approved meeting room may be used by the group. The user shall be responsible for returning furniture and fixtures in the meeting room to be returned to its original configuration and condition after the conclusion of the meeting room and other use.

- 5.7 **Clean-up:** The authorized user shall be responsible for all clean up following the conclusion of the meeting, event or activity. All trash must be removed from the premises at the user's expense. Custodial service may be required based upon the number of persons attending the meeting or activity and the length and purpose of the meeting or activity. Costs for this service will be the responsibility of the user. The actual cost of any clean up required as a result of the user's failure to do so shall be charged to the user, and the user shall accept this responsibility upon submission of the application.

- 5.8 **Alcoholic Beverages, Smoking and Weapons:** There will be no alcoholic beverages served upon, consumed upon, or brought onto the Town Complex property without the expressed written consent of the Select Board. Smoking is prohibited in all Town buildings and facilities. Weapons, reproductions of weapons, and any item capable of

being conceived as a weapon (except those carried by law enforcement officials) are not allowed in any Town building or facility.

- 5.9 **Dogs and other Pets:** No animals shall be allowed in the Town Offices, Police Station, Library, or Gymnasium. Dogs used to assist the handicapped are exempted. Owners and their pets using the Town Complex grounds shall be subject to the Town of West Stockbridge Animal Control Town Bylaw.
- 5.10 **Permits:** The authorized user shall be responsible for securing any permits or approvals required in connection with the meeting or other use.
- 5.11 **Security:** The authorized user shall provide and security (such as hiring police officers), which is required by law or the Select Board.
- 5.12 **Equal Access:** This policy shall apply to all groups and individuals applying to use the Town Complex. No group or individual shall be excluded from equal access to Town facilities because of consideration of race, sex, religious or political persuasion, or because of political, religious, or social aims expressed by individuals or groups, or by any group members,
- 5.13 **Implementation Authority:** This policy is implemented by the Select Board or its designee(s) under authority as granted by Massachusetts General Law.
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The above policy shall govern the use of the Town Complex which shall include the meetings rooms, gymnasium, outdoor recreational facilities, the Library, and all areas of Town owned property.

Please direct all questions, inquiries and requests for use to the Town Administrator's office:

Phone: (413) 232-0300 extension 319
E-mail: Admin@weststockbridge-ma.gov