

**Regulations for use of the New Haven Town Meeting Room,  
as adopted by the Town Board, January 3, 2017**

1. Application form shall be submitted to the Building Committee, or the Town Clerk, at least 10 days prior to the date of intended use, signed by the person or persons to be in charge of said group.
2. Full payment is required to hold reservations.
3. Agreement for use of Town Hall must be signed by the person or persons to be in charge of said group, notarized and returned to Town Clerk before event.
4. At least one town official or employee shall be present in the Building from the time the door is unlocked until the last person leaves, unless the Building Committee waves this provision.
5. The building must be restored to its original condition after use. If expenses are incurred for additional cleaning or damage to the building or equipment a charge will be assessed and deducted from deposit or billed.
6. All motor vehicles shall be parked in the parking lot, and so located so as not to block any doors or driveway entrances to the building.
7. Any permit or permission granted by the Building Committee to a group is not assignable or transferable to any other person or group.
8. The number of people present at any time in the building cannot exceed the maximum number permitted in the building pursuant to State Law and applicable fire protection restrictions.
9. No weapons shall be permitted in the building or on any part of the premises.
10. No alcoholic beverages shall be permitted in the building or on any part of the premises.
11. No illegal drugs shall be permitted in the building or on any part of the premises.
12. No smoking or open flame shall be permitted in the building or on any part of the premises.
13. The permission to use the building does not include the use of any town equipment, telephone or town personnel.
14. Children must be supervised at all times.
15. Activity shall be restricted to the area for which permission is granted.

16. No children shall be allowed in the break room if permission is granted for use of this area.
17. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited.
18. No exterior decorations will be permitted.
19. All regularly scheduled Town Board meetings and other official business shall take precedence over private permit use.
20. The Building Committee shall have the right to deny or reject any application for use of the building, based on prior misuse of the building by the applicant or for other good cause. Upon such denial or rejection, the applicant shall have the right to serve a notice on the Town Clerk, at least 3 days prior to the next regularly scheduled Town Board meeting, and said denial or rejection shall be reviewed by the Town Board.
21. Anyone violating these rules will be evicted from the building.

## **Fees**

### **Non- Profit, Non-Religious organizations**

If the building is used during regular Town Clerk hours, or a Town Official or Employee volunteers to be in the building, or the Building Committee has waved the requirement for the presences of town personnel, there will be no fee for use of the building Otherwise there may be a fee to be determined by the Building Committee to cover the cost of personnel. A refundable deposit may also be charged. Any expenses incurred for cleaning or damage to the building may be deducted from this deposit or billed to the organization.

### **For profit organizations**

The Building Committee will set fees for use of the building and for personnel. A refundable deposit will be charged. Any expenses incurred for cleaning or damage to the building will be deducted from this deposit or billed to the organization. Current public liability insurance showing the Town of New Haven as an unrestricted additional insured is required.

### **For funeral related gatherings**

The deceased or an immediate family member must be a resident of the town. If the building is used during regular Town Clerk hours, or a Town Official or Employee volunteers to be in the building, or the Building Committee has waved the requirement for the presence of town personnel, there will be no fee for use of the building. Otherwise there may be a fee to be determined by the Building Committee to cover the cost of personnel. A refundable deposit may also be charged. Any expenses incurred for cleaning

or damage to the building may be deducted from this deposit or billed to the person who requested use of the building.

**All other groups**

If the building is used during regular Town Clerk hours, or a Town Official or Employee volunteers to be in the building, or the Building Committee has waved the requirement for the presence of town personnel, there will be a fee of \$25.00 fee. Otherwise there will be an additional fee to be determined by the Building Committee to cover the cost of personnel. A refundable deposit may also be charged. Any expenses incurred for cleaning or damage to the building may be deducted from this deposit or billed to the person who requested use of the building. Current public liability insurance showing the Town of New Haven as an unrestricted additional insured may be required.