Policy for Use of
Surry Town Hall and Equipment

Purpose and Need for Policy

The Town Hall meeting rooms, stage and kitchen are available for use.

There is no charge for town residents. Donations are accepted. The charge for nonresidents or commercial users whose completed application is approved is $25 per day.

Other areas including offices, which are designated as working areas, are not available for use.

There are restrictions on the use of other items in the town hall, including tables and chairs.

Procedure to Accomplish this Policy

1. Requests for reservations to use the building will be directed to the Selectman's office, who will maintain a master calendar for users of the building.

2. Separate requests for use of the tables and chairs for town functions and residents need approval by the Selectman's office.

    a. The folding chairs with padded seats are to be used inside the town hall and are not to be taken outside.
    b. Metal folding chairs may be used outside and for other uses by town residents off site as approved by the Selectman's office.
    c. Plastic chairs may be used outside and for other uses by town residents off site as approved by the Selectman's office.
    d. Tables may be used outside and for other uses by town residents off site as approved by the Selectman's office.

3. When available, priority for use of town facilities shall be for town meetings, staff uses, other town-sponsored functions and activities, town residents or private organizations in that order.

4. All reservations will be on a first-come-first-served basis, based on the order in which reservations are made.

5. Recurring nongovernmental facility uses must be planned, requested and approved annually.

6. The Town of Surry reserves the right to cancel any reservation previously scheduled by any organization.

7. Parking shall not be allowed which would obstruct the access of emergency vehicles and personnel.

8. Smoking or tobacco use is not permitted in the town hall.

9. No alcoholic beverage or illegal drugs of any kind shall be allowed in the town hall.

10. Town property may not be used for the commission of any crime or act which is prohibited by federal, state, or local law.

11. The permitted shall accept the premises as is, and shall restore the premises to at least the same condition at the end of each use. The permitted shall make no changes or alterations to the premises without prior written approval of the Selectmen.

12. The permitted shall be responsible to the Town for any and all damage to any Town property in the area for which the permit is issued, whether or not the damage was caused by the permitted, or by patrons, guests, or invitees.

13. The permitted shall allow appropriate Town, county or State representatives to conduct any inspection which may be required or deemed necessary in this regard, or to insure the public health, safety or general welfare.

14. Any decorative material used must be approved fire retardant material. No open flames (such as candles) are permitted in the building.

15. The permit includes the right of the permitted to use electricity from existing outlets. Any additional electrical cords used must be (UL) approved.

16. Tables and chairs must be arranged in order to provide safe and unblocked exiting.

17. Exits shall be unlocked and accessible during all events.

18. The permitted shall be responsible for removing all their trash and litter from the premises.

19. All lights are to be turned off and the doors locked at the conclusion of the activity.

20. Any key(s) provided to the User must be returned within one business day of the event.

21. Music may be played only at levels that do not disturb neighbors.

22. User must provide written notice of any accident resulting in bodily injury or property damage occurring on Town facility premises or in any way connected with the use of Town facility premises within 24 hours of the accident. The notice must include details of the time, place, circumstances of the accident and the names, addresses and phone numbers of any persons witnessing the accident.

23. The Town assumes no liability or responsibility for loss of or damage to any personal property of the User or of its employees, agents, representatives, guests, volunteers, or invitees brought onto the premises during the event/activity.

Adopted as revised on _____ by the Selectmen of the Town of Surry, New Hampshire.

_____	_____	_____
John M. Croteau III	Eric J. Eichner	Bruce A. Smith

Town of Surry

APPLICATION FOR PERMIT TO USE MUNICIPAL FACILITIES

Name of Organization:_____

Mailing Address:_____

Town of Surry/Person Responsible (age 21 or older and on site during event*)*:_____

Organization/Person Responsible (age 21 or older and on site during event*)*:_____

Phone (work)_____ (home)_____

Will admission be charged?_____ If yes, who receives proceeds?_____

Is this event open to the public?_____ Estimated Number of Participants:_____

Date of Application:_____ Date(s) to be used:_____

Time Requested: from _____ to _____ Number of Hours:_____

Rooms Requested: _____Type of Event: _____

Have you used Town facilities before?_____ If so, when_____

Payment amount received for nonresident use:_____ Date:_____

To the fullest extent permitted by law, the User shall protect, indemnify, save, defend, and hold harmless the Town of Surry, including its officials, agents, employees, and volunteers ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, resulting from, occurring during or in any way connected with use of the facilities requested by the User, whether or not such injury or damage is caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of the Indemnified Parties.

I, _____, on behalf of _____ ("User") understand that the use of Town of Surry's property is a privilege and that should the Town approve this request to use Town facilities/premises/equipment, the approval is contingent upon the User's agreement to and compliance with Town rules, requirements, processes, terms and conditions. Further, User understands the use of Town property may be cancelled with no notice due to an emergency requiring use of said facilities/ premises/equipment. In addition, User understands the Town reserves the right to suspend usage and deny future use of Town facilities/premises/equipment by User if the User fails to comply with all rules, requirements, processes, terms and conditions of use of Town facilities/premises/equipment. By my signature below, I acknowledge that I am authorized to sign on behalf of User.

Printed Name of Applicant: _____

Signature of Applicant: _____

Application Approval Date:_____

_____	_____	_____
John M. Croteau III	Steve Goldsmith	Ronald Profaizer