



GOSHEN BUILDINGS AND GROUNDS USE POLICY

Updated: 1/16/2023

Permission to Use Facility

Civic or community groups, or individual community members, wishing to use the Town Hall facilities are permitted and encouraged to do so. The applicant(s) must fill out a request form and submit it to the select board through the Town Clerk who shall check for scheduling conflicts. Facilities shall be made available without regard to race, color, religion, national origin, sex, sexual orientation, age or disability.

Important Timelines:

The Selectboard is required, by law, to regulate all uses of town owned buildings and grounds and they meet two times a month. The Town Clerk is only available on Tuesday mornings. While every effort is made to accommodate the citizenry, event planners are thus advised to apply one month in advance of their event.

Use Priority and Costs

Use of the Town Hall by citizens and civic entities affiliated with Goshen Town government shall be given priority over any other requested use of the facility. Other than a non-refundable opening and closing cost of \$25 (*retained by the designated official*), such usage shall be allowed without charge.

Fees for use by other organizations shall be as outlined in Appendix B attached. Fees for special and ongoing events will be assessed as deemed appropriate by the Selectboard. Other than the opening and closing fee, such funds will be collected by the Town Clerk and deposited in the building fund account.

Responsibilities of User

Groups or individuals using the facility shall sign an agreement to:

1. Assume all risks and not hold the Town of Goshen, or any designated town representative responsible for any injury or damage to property or persons occurring during, or resulting from their use of the facility;
2. The use of alcohol is prohibited unless the applicant produces a certificate of appropriate liability coverage of \$1,000,000 and agrees to police their own activities. (*Such riders are commonly available through homeowners insurance policies for a nominal cost*)
3. Provide adequate responsible adult supervision;
4. Assume responsibility for, and make restitution for, any damage to Goshen Town buildings, grounds and property.
5. Return the facility in a condition at least as clean as that in which it was found with all materials and property left in good repair and returned where found;
6. Make arrangements with the town representative for proper opening, post-event inspection, and lock-up of the facility;
7. Assume responsibility for making sure there is no smoking in any facility.

Failure to assume and comply with these responsibilities may result in the Selectboard denying permission for use of the same group or individual in the future.



www.goshenyt.org

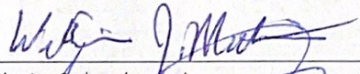
(802) 247-6455
Town of Goshen
50 Carlisle Hill Road | Goshen, Vermont 05733

GOSHEN BUILDINGS AND GROUNDS USE POLICY APPENDIX B – FEES

Non-Profit Organizations.....	\$50.00
For Profit Organizations.....	\$100.00
*Town of Goshen Residents.....	\$50.00 Deposit/\$25.00 Fee
**Fundraiser/Community Event for Town	FREE of Charge/\$25.00 Fee

*A refundable deposit of \$50 shall be included in the application. This money will be returned upon an inspection of the building and finding that it has been left at least as clean as it was found and no damage to the facility has occurred.

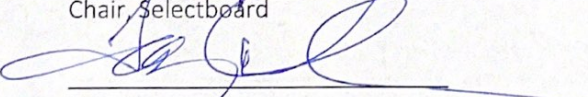
**The opening and closing fee of \$25 may be waived if a town official chooses to do so.



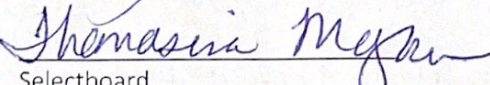
Chair, Selectboard

1/16/2023

Date



Selectboard



Selectboard



GOSHEN BUILDINGS AND GROUNDS USE POLICY
Rental and Use Application and Agreement

Date(s) of Rental:

.....

Time In:

Time Out:

.....

Name of Group Renting:

.....

Address:

Telephone:

.....

Areas to be Used:

.....

Purpose:

.....

I (we) hereby agree to:

1. Assume all risks and not hold the Town of Goshen, or any designated town representative responsible for any injury or damage to property or persons occurring during, or resulting from their use of the facility;
2. The use of alcohol is prohibited unless the applicant produces a certificate of appropriate liability coverage of \$1,000,000 and agrees to police their own activities. *(Such riders are commonly available through homeowners insurance policies for a nominal cost)*
3. Provide adequate responsible adult supervision;
4. Assume responsibility for, and make restitution for, any damage to Goshen Town buildings, grounds and property.
5. Return the facility in a condition at least as clean as that in which it was found with all materials and property left in good repair and returned where found;
6. Make arrangements with the town representative for proper opening, post-event inspection, and lock-up of the facility;
7. Assume responsibility for making sure there is no smoking in any facility.

I understand that a failure to assume and/or comply with the above stated responsibilities may result in a future denial of permission to use the Town Hall facilities.

Signature:

Date:

.....

Approved by:

Date:

.....