

<b>Town of Exeter</b>	Policy Number	Adopted by <b>Board of Selectmen</b>
Subject: <b>Rules for Renters of Town Hall</b>	Adoption Date:  Revision Date: 10-7-2013  Effective Date:	Supersedes:

**1.0 Purpose of the Policy:**

The following policy shall serve as the rules and regulations for the persons, groups or corporations who rent the Exeter Town Hall for various events.

**2.0 Departments Affected:**

All Departments

**3.0 Definitions:**

**4.0 Policy:**

1. All users of the Town Hall must obtain a permit from the Town Manager’s Assistant at the Town Office for each use (per Selectmen's policy 04-01).
2. A separate permit is required for each use of the Hall.
3. Each permit will state, in specific terms, what use is to be made of the Hall (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Hall.
4. The user will be responsible for seeing that ALL of the following conditions are met:
  - A. No smoking anywhere in the building - this applies also to characters in a play;
  - B. No alcoholic beverages anywhere in the building; with exception of obtaining a special permit;
  - C. No open flame allowed - also applies to scenes in plays;
  - D. No firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
  - E. No nails or screws are to be used to secure scenery to walls or floors. No alteration to drapes or walls allowed without prior written permission;
  - F. No spray paints are to be used;
  - G. Any other paints used within the rooms must be used with extreme caution, proper ventilation and use of proper protective measure to ensure against damage to the buildings floors/walls;

- H. The renter is responsible for any and all damages from use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
  - I. The user will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner within 24 hours of use. (Unless renter opts to pay for custodial services through the Town of Exeter. Rates/terms listed on application form).
  - J. The Town of Exeter may request of any user a \$100.00 deposit fee. If the Town of Exeter agrees after use that the building was cleaned in a totally acceptable manner, the \$100.00 deposit fee will be returned to user.
5. Any user may be requested to post a bond in an amount determined by the Board of Select-men to protect the Town from damage arising from and caused by said user.

These rules are a part of any agreement to rent out or otherwise allow the use of the Town Hall and a copy of these rules should become a part of and attachment to the permit application.

The permit application should indicate that the applicant has read these rules, understands these rules and agrees to abide by them, which will be indicated by the applicant's signature on the permit application.

The use of Town buildings by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Exeter.

NO signs allowed on or adjacent to Town Hall property without separate permit approved by the Town Manager and/or Board of Selectmen. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the Town Manager. [Refer to Selectmen's Policy 04-01 regarding the use of free standing signs on Town property.]

The Town of Exeter maintains an "open forum policy". This policy allows any group or organization to use Town building so long as the group or organization does not sell goods and/or services for profit. When non-municipal groups use Town buildings, they do so under this "open forum policy".

**5.0 Procedures: Fire Alarm Activations:** Per the Board of Selectmen and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Failure to evacuate the Town Hall is a violation to the NH State Fire Code.

**6.0 Severability:**

To the extent this policy is in conflict with State law, State law will prevail.