

Town of Wilton Facilities Use Policy

MEETING ROOM AVAILABILITY

The public meeting room of the Town Office known as the Courtroom is available to educational, cultural, and other groups based in Wilton substantially serving the town. Organizations agreeing to the terms outlined below are welcome to meet in the Courtroom whenever it is not being used for Town purposes.

The Town Clerk and/or the Town Administrator will review use of the Courtroom when the Town Offices are closed on a case-by-case basis. If after hours use is permitted, the group will be responsible for closing and securing the building and for the return of the key. If a key is not returned, the group will be assessed the cost of re-keying the Town Office.

Groups wishing to use the Courtroom should contact the Town Clerk and/or the Town Administrator who will provide a copy of the policy and an application.

RULES FOR USE

Only Wilton residents may reserve the Courtroom.

Non-profit organizations may use the Courtroom.

All non-profit meetings must be free and open to the public.

Those organizations that carry insurance must provide a valid certificate of insurance naming the Town of Wilton as an additional insured. Groups officially sponsored by the Town of Wilton have coverage under the Town insurance policy.

Wilton businesses may request non-public use of the meeting rooms for internal staff development and business planning. Businesses must provide a valid certificate of insurance naming the Town of Wilton as an additional insured.

Youth groups must have an adult sponsor and two adults in attendance.

The Town Clerk and/or the Town Administrator must approve room decorations and if tape, tacks or nails are used to affix decorations to any surface these should be removed after the meeting and the surfaces returned to their original condition.

Alcoholic beverages are not allowed in the Courtroom.

Smoking is not allowed in Municipal buildings.

Users of a meeting room are responsible for leaving the room in the condition in which they found it. Restoration or repair of any damages occurring with meeting room use will be billed to the group through the person who made the reservation.

LIMITATIONS TO USE

Meeting privileges will be suspended if, in the judgement of the Town Clerk and/or the Town Administrator, a group has not followed the rules outlined in this contract.

Maximum occupancy determined by the building inspector/fire inspector may not be exceeded. Occupancy limits are as follows:

Courtroom: 70 people

Only light refreshments are allowed. Under no circumstances may groups use electrical appliances such as coffee makers, electric tea kettles, crockpots, toaster ovens or any other electrical appliance without the permission of the Town Clerk and/or the Town Administrator.

Groups are responsible for removing all trash and recyclables from the building at the end of the meeting.

APPLICATION FOR USE

The Town Office reviews applications in order of receipt. Town Office use will have priority.

Regularly scheduled meetings must be reviewed annually or whenever there is a change in schedule.

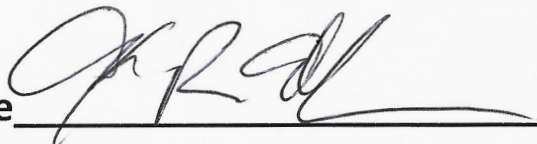
CLOSING PROCEDURES:

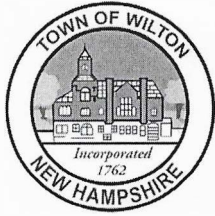
- Close all interior doors
- Remove all trash, recyclables and debris from building
- Return tables and chairs to their original placement
- Leave restrooms clean and neat
- Turn off lights
- Lock exterior doors

Failure to adhere to these requirements will jeopardize the group's use of the building in the future

Adopted by the Wilton Select Board this 4th day of November 2019

Board Designee





Town of Wilton

42 Main Street • P.O. Box 83 • Wilton, NH 03086

Phone: (603) 654-9451 • Fax: (603) 654-6663

USE OF MUNICIPAL FACILITY – REQUEST FORM

APPLICANT'S NAME (& TITLE IF APPLICABLE)
NAME OF ORGANIZATION
AGENCY ADDRESS
APPLICANT'S ADDRESS
BUSINESS PHONE – CELL PHONE – FAX – EMAIL
TYPE OF ORGANIZATION [INDICATE IF 501(C)3]
DESCRIPTION OF EVENT
DATE(S) & TIME REQUESTED
APPROXIMATE NUMBER OF PARTICIPANTS
SPECIAL REQUESTS

"I hereby acknowledge that I have read and understand the Town of Wilton Policy Governing the Use of Town Property and that I will be responsible for the use of the Town of Wilton facility in accordance with that Policy. Furthermore, I hereby agree to indemnify, hold harmless and release the Town of Wilton and its agents from any claims, liability, injuries and damages that may result from the use of the property by any of the participants and/or guests that may be present upon permission by the Town for the requested use."

Signature

Date

FOR TOWN USE ONLY

APPROVED/DENIED/SPECIAL CONDITIONS

SIGNATURE OF TOWN OFFICIAL

[] INSURANCE CERTIFICATE REQUIRED/ATTACHED

CC: SELECT BOARD; POLICE; APPLICANT; OTHER _____