



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, *Town Administrator*

Sabrina Moore, *Administrative Assistant*

POLICY #: 02-2024

REPLACE POLICY # #99-2

POLICY FOR USE OF MEMORIAL HALL AUDITORIUM

All inquiries or requests for scheduling the use of the Memorial Hall Auditorium will be handled by the Selectboard. To inquire about scheduling an event, call (978) 597-1700 X1703 or submit a written request to the Office of the Selectboard, 272 Main Street, Townsend, MA 01469, Email: selectmen@townsendma.gov

No more than two events may be scheduled in any one day. The Auditorium is available Friday, Saturday and Sunday only unless special arrangements are made. Town entities may have use of the Auditorium seven days a week, if available. A calendar will be maintained for scheduling events. No event shall be after 12 midnight with clean-up completed no later than 1:00 A.M. Rental includes usage of 228 chairs available and 6 large white folding tables as well as 6 short white folding tables.

Memorial Hall Capacity of number of person per Certificate of Inspection by story and by place of assembly/location

Capacity Chairs only	178
Capacity Tables and Chairs	83
Capacity Standing only	250
Stage	30

Prior arrangements must be made with the Facility Department Superintendent for all special services such as:

- any use of decorations
- special seating arrangements
- special equipment such as projector, microphone, stage lights, etc.
- delivery and removal of equipment

The organization or individual wishing to rent the hall shall be sponsored by a Townsend resident or entity and complete an application for use of Memorial Hall with necessary waivers if applicable. The applicant is responsible for all fees associated with use of the auditorium, which includes custodial services, are payable one-week prior to any event and shall be charged as follows:

Town Boards/Committees/Departments

(governmental use) no charge

Townsend non-profits/community groups \$100 for the first 3 hours and \$25 for any hour over that

Private events \$150 for the first 3 hours and \$50 for any hour over that

All non-departmental users would be required to submit a \$50 security deposit. Security deposits shall be

destroyed after the event by the Selectboard office, provided that there are no damages to Town property attributable to the event and the premises were left in good condition. The user shall remain responsible for all damages above and beyond the amount of the security deposit. Reservations shall be made on a 'first come' basis. No reservation shall be considered until all forms, waivers and security deposit have been received.

A detail police officer may be required for events. Final determination based on the event and other factors will be made by the Selectboard in conjunction with the Chief of Police. A 4-hour minimum with a minimum of 24-hour notice is required. The organization is required to make arrangements for the police detail and to pay the costs of same. If Town property is damaged during an event, the security deposit shall be withheld until such time as all damages are repaired and the Town receives a bill for the repairs. The security deposit shall be used to offset the cost of repairs. Any balance of funds remaining in the security deposit after completion of repairs shall be returned to the organization. The organization shall remain liable for and shall promptly pay to the Town the costs of repairs of any damages in excess of the security deposit.

Food and beverages may be served but no alcoholic beverages or on-site food preparation is allowed.

No-smoking is allowed on Town Property or within the building.

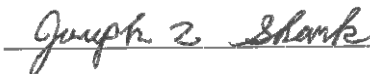
Additional parking is available at the Municipal Parking Lot located off Riverbank Terrace.

The Selectboard reserves the right to reject any and all applications.

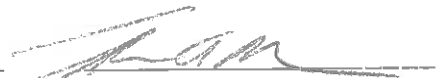
Approved: 02/20/2024



Chaz Sexton Diranian, Chairman



Joseph Z. Shank, Vice-Chairman



Theresa A. Morse, Clerk

First Reading: 02/06/2024

Second Reading: 02/20/2024

Adopted: 02/20/2024



TOWN OF TOWNSEND
Application for Use of Memorial Hall

NAME OF INDIVIDUAL OR ORGANIZATION: _____

ADDRESS: _____

NAME OF SPONSOR: _____

ADDRESS: _____

DATE (S) REQUESTED: _____

PURPOSE: _____

HOURS REQUESTED: Start at _____ End at _____

RENTAL FEE: *(Included custodial fees)*: _____

PLEASE CHECK APPLICABLE ARRANGEMENT:

Open Floor	<input type="checkbox"/>
Full Floor Seating	<input type="checkbox"/>
Table & Chair Seating	<input type="checkbox"/>
Stage use	<input type="checkbox"/>

APPLICANTS ARE TO ARRANGE WITH THE MAINTENANCE SUPERVISOR FOR ALL SPECIAL SERVICES. PLEASE CHECK THOSE WHICH APPLY:

Any use of decorations ☐ Special seating arrangements ☐

Special equipment such as projector, microphone, stage lights, etc. ☐

Serving of refreshments: ☐

Other: ☐ Explain: _____

A Police detail may be required, please contact the Townsend Police Department at (978) 597-6214 to make any necessary arrangements.

RESPONSIBLE PERSON OR REPRESENTATIVE:

Name: _____

Address: _____

Phone: _____ Email: _____

As an individual or representative of my organization, I agree that we shall observe the regulations for the "Use of Memorial Hall Auditorium" as stated in policy #02-2024 approved by the Selectboard.

Further, to the maximum extent permitted by law, I (we) agree to indemnify and hold harmless the town of Townsend and all departments, agents, and employees from and against any and all liability whatsoever arising from the use of Memorial Hall Auditorium and/or building premises at 272 Main Street.

Date

Signature of Applicant

To be filled out by authorized personnel

FEE PAID: _____ SECURITY DEPOSIT: _____

DATE: _____ REVIEWED BY: _____

PERSON ASSIGNED TO FUNCTION: _____

APPROVED: _____

