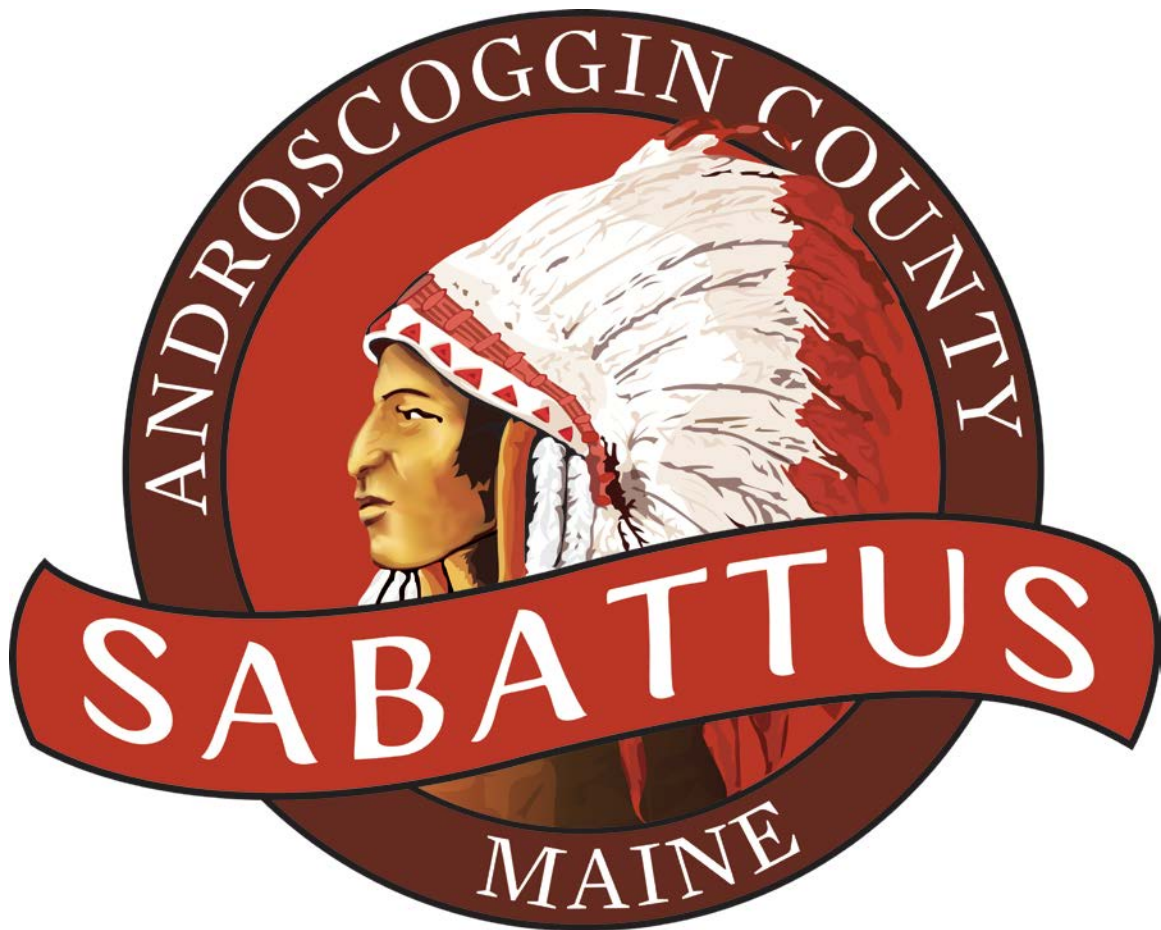


Town of Sabattus, ME



Facility Use Policy

Effective Date: August 2, 2011

SECTION 1. PURPOSE

The purpose of this policy is to provide guidance for the use of all Town Facilities that are open and available to the public in a clear consistent and fair manner and to define which types of public use are acceptable under this policy.

SECTION 2. INTENT

The intent of this policy is to provide a means for securing scheduled use of approved public facilities and spaces and a clear set of rules for their use. This policy is written to cover the use of the Community Room at the Town Office Building, Town-owned parks and athletic fields, and any additional Town-owned facilities yet to be constructed or requested for use.

SECTION 3. ADMINISTRATION

This policy shall be implemented and administered by the Town Manager or his/her designee to ensure the safety and well being of the employees and the public.

SECTION 4. IMPLEMENTATION PROCEDURES AND REGULATIONS

1. Eligibility
Use of public facilities is for non-profit organizations only. Private, for-profit entities are not eligible to use Town-owned facilities unless prior, special arrangements are made and approved by the Board of Selectmen.
2. Responsibility for Scheduling
All non Town-related use of indoor and outdoor Town Facilities will be scheduled by the Sabattus Town Manager or Designee.

All requests for usage of Town Facilities for non Town-related activities shall be made in writing using the appropriate form and submitted to the Sabattus Town Manager or designee.

The scheduling of Town-sponsored activities is the responsibility of the Town Manager or Designee and shall continue to take precedence over all other activities. In the case of scheduling conflicts, the Town-sponsored activity shall take precedence.

The Sabattus Town Manager or Designee shall prepare a calendar of events that will be posted in the Town Hall and on the web site.

3. Priorities in Scheduling
 - A. Town Governmental Functions. These include those directly related to the functions and operations of Town Government, including appointed and elected boards and committees established by Town Charter, Selectmen, or Town Manager appointment.
 - B. Government Organizations. These include agencies recognized under the laws of the United States, the State of Maine, Androscoggin County, or the Town of Sabattus, and Sabattus Sanitary District.
 - C. RSU sponsored activities. Those activities officially being part of any of the activities of the local schools or in the district at large.
 - D. Sabattus Recreation Club-sponsored functions and activities. The Sabattus Rec Club shall be responsible for all activities sponsored by the Sabattus Rec. Club. Activities sponsored by the Sabattus Recreation Club will be defined as those leisure services and recreational activities as sports, fitness, arts, entertainment, educational, informational, and services programs or activities.
 - E. Civic Organizations. These include organizations that are social service, fraternal, or religious in nature and serve the Town of Sabattus on a non-profit basis. Youth civic organizations will have priority in this section.

SECTION 5. SUPERVISION/GENERAL CONDITIONS AND REGULATIONS

1. The user shall bear financial responsibility for damages.
2. All reservations scheduled shall be for the use of facilities only. Use of equipment shall be subject to prior written approval of the Town Manager or Designee. Equipment shall be interpreted to mean the use of the kitchen in the community room.
3. Town policy prohibits use of tobacco products in/on Sabattus Town property except in accordance with applicable State law.
4. Town policy prohibits presence and/or use of alcohol and/or controlled substances in/on Sabattus Town property.
5. It is the responsibility of the individual/group to restrict activities to the assigned area.
6. It is the responsibility of the individual/group to supervise the activities of the users regarding conformity to rules and regulations of proper behavior.
7. Consumption of food and beverages is restricted to designated areas.

8. Chairs and tables may be rearranged provided these are returned to their original location by users.
9. It is the responsibility of the user to clean the areas used. Failure to clean up after use will result in a cleaning charge assessed to the user in the amount, not to exceed the current hourly wage of the custodian, plus benefits.
10. The Town Manager or Designee shall determine the need for police special detail if necessary. In the event that police personnel are required, the costs of the police detail shall be borne by the user.
11. Users shall comply with all safety regulations established by local and/or state officials.
12. Parking of vehicles is restricted to the parking lot and designated parking areas. Vehicles in non-designated areas will be towed at the vehicle owners' expense.
13. Town equipment is not for use except by prior arrangement.

SECTION 6. IMPLEMENTATION

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Adopted by vote of the Board on this date, 8/2/11.

Andre M. Insurer
Michelle Adams
Scott E. J. J.
A. Mayo
Walter Augustett

Received and Recorded: 8/2, 2011

Suzanne M. Adams

Town/City Clerk

Revision Date: