

PRINCETON BOARD OF SELECTMEN

TOWN HALL ANNEX FACILITY USE REGULATIONS

TOWN HALL ANNEX MEETING ROOMS

The Town of Princeton (the “Town”) Town Hall Annex is available to Town Boards, Commissions, Committees or Departments and as approved to non-profit groups engaged in historic, civic, educational, cultural, recreational, or charitable activities. The Town Hall Annex Large Room has a capacity of 122 occupants and the Small Room has a capacity of 30 occupants.

To schedule the use of the Town Hall Annex, please contact the Town Clerk’s office at 978.464.2103 or email [townclerk@town.princeton.ma.us](mailto:townclerk@town.princeton.ma.us) with any questions.

PRINCETON BOARD OF SELECTMEN

TOWN HALL ANNEX FACILITY USE REGULATIONS  
TOWN HALL ANNEX MEETING ROOMS

Town Hall Annex facility Use Regulations approved by the Board of Selectmen (the “Board”) on xx/xx/xxxx.

1.0 PURPOSE

- 1.1 The Town offers the use of certain facilities to boards, departments, commissions, committees and non-profit groups engaged in civic, cultural, recreational, charitable, and educational groups engaging in activities consistent with the Town’s mission to provide the Town with resources and services that promote community activities. Meeting rooms are not available for the use of private individuals or for-profit organizations.
- 1.2 Public use of certain facilities is not a primary mission of the Board and must be subordinate to the primary need to provide Town governance. No use of facilities will be allowed that is likely to disturb Town governance in the customary use of these facilities or impede the staff members in the performance of their duties.

2.0 ROOM RESERVATIONS

- 2.1 Use of meeting rooms will be on a first-come-first-served basis with final scheduling determined by the Board of Selectmen.
- 2.2 A key will be issued to the Chair of the board, commission, committee, Department Heads or applicable staff, and in the absence of the Chair or Department Head, temporarily another employee or town official by request. Said key must be returned

to the Town Clerk's office the business day following use. No key shall permanently be issued to any individual who is neither an employee nor town official.

- 2.3 The Board, acting through the Town Administrator reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Town functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of these Regulations. In determining whether such a likelihood exists, the Board may take into consideration the purpose of the use, the contents of the application form, the history of the group's meeting room facilities use in the Town, the history of the group's use of meeting facilities elsewhere, and such other information as it may deem appropriate.
- 2.4 Reservations shall be made through the office of the Town Clerk. No group may reserve or use any meeting room facilities unless it complies in all respects with the provisions of these Regulations. Non-profit civic, cultural, recreational, charitable and educational groups must submit, complete and fully execute a Town Hall Annex Facility Use Application Form. Any false, misleading, or incomplete statement on the application form shall be grounds to deny the use of meeting room facilities by the applicant group.
- 2.5 The said written application shall also constitute a release by the group and each and all of its members of any claim against the Board, the Town and its staff for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of a meeting room facility, except as insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Board, the Town, or its staff.

### 3.0 AVAILABLE FACILITIES

- 3.1 The Board provides the following meeting rooms:

3.1.1 Large Room in the Town Hall Annex

3.1.2 Small Room in the Town Hall Annex

#### 4.0 FACILITIES FEES

4.1 Hourly fees for the Community Room will be charged as indicated below:

4.1.1 Groups affiliated with the Town departments and committees: No charge.

4.1.2 Non-profit groups during regular Town Hall hours: A fee may apply.

4.1.3 Non-profit groups beyond regular Town Hall hours: A fee may apply.

#### 5.0 DAYS AND HOURS OF AVAILABILITY

5.1 The Town Hall Annex Meeting Rooms may be reserved and approved by the Town Clerk. In the event that the Town Clerk and the Town Administrator do not feel that the proposed use is consistent with the policy, the Town Administrator may bring the request before the Board of Selectmen for a determination.

5.2 No public meeting of any board, commission or committee shall be scheduled, posted or conducted on a legal holiday in the Commonwealth of Massachusetts.

#### 6.0 APPLICATIONS, RESERVATIONS, AND SCHEDULING

6.1 Any non-profit group wishing to reserve meeting rooms must first submit an application for facility use approval. The Town Clerk will notify the applicant group within one week of receiving the application for meeting room facilities whether the application is approved or denied.

6.2 Applications for facility use by non-profits approval and reservation requests may be made by completing a printed form available at the Town Clerk's office and submitting it to the Town Clerk's office.

- 6.3 Reservation requests by non-profit groups must be made by adults (18 years or older).
- 6.4 Reservation requests by non-profit groups must be made no more than six months and no less than three weekdays in advance of the meeting date.
- 6.5 Reservations shall be considered, subject to the provisions of these Regulations, in the order received.
- 6.6 The Board, acting through the Town Administrator shall have the right to cancel, reschedule, or transfer meeting room facilities locations or dates that conflict with Town-sponsored programs and/or special events. The Town Administrator's office will make its best effort to give advance notice.
- 6.7 In case of an unscheduled closing of Town Hall, the Town Hall Annex will also be closed. A group may reschedule another meeting date/time as available.
- 6.8 After approval of the application, the non-profit group may be asked to fully complete and execute the Facility Use Agreement prior to the use of any meeting room facility.

## 7.0 RULES FOR USE

- 7.1 No group or individual using a meeting room shall:
  - 7.1.1 Charge an admission fee or solicit donations.
  - 7.1.2 Sell or promote any material or service for private profit or gain.
  - 7.1.3 Engage in fundraising activities, at the discretion of the Board, without having registered with the Public Charities Division of the Attorney General's Office, unless such entity is not required to register with the Attorney General's Office.
- 7.2 Groups using meeting rooms may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting. Furniture may not be moved into or out of the meeting

- rooms. Chairs or movable seats shall not be placed in passageways and passageways shall be kept clear at all times.
- 7.3 The group is responsible for cleaning up, completely and thoroughly.
  - 7.4 State law prohibits smoking or the use of alcohol or illegal substances in public buildings. The group shall not allow any disorderly persons to remain upon or loiter within the Facility or the use of foul and abusive language; shall not use or permit the Facility to be used for any other purpose except as set forth above or for any unlawful, immoral, or indecent activity; and shall confine its activities to the specific meeting room under the terms of these Facility Use Regulations.
  - 7.5 Groups are responsible for paying for the replacement or repair, at the Board's discretion, of lost, stolen, or damaged equipment and furnishings.
  - 7.6 No portion of the entries or passages, of the Facility shall be obstructed by the group or used for any purpose other than for ingress and egress, to and from the Facility. The doors and passageways shall not be obstructed. The plumbing (toilets, sinks, faucets, drains, pipes, and the like shall not be used for any purpose other than that for which they were constructed.
  - 7.7 After use of the Town Hall Annex Facility the key holder is responsible to turn off the lights and to lock and secure all doors. From October 1<sup>st</sup> to April 15<sup>th</sup> the key holder is responsible to set the heat to 50° after use of the facility and to keep the restroom doors open to ensure the water pipes are properly heated. Note: There is one thermostat in the large room & two thermostats in the small room.
  - 7.8 If, in the opinion of the Town Administrator, the presence of a police officer is advisable, the group using the facilities will hire one (or more) at its own expense.
  - 7.9 No group may use the facilities for any purpose that would directly or indirectly violate civil rights of others as set forth in 42 USC 1983, Massachusetts General Law

Chapter 151B, and Article 1 of the Declaration of the Rights of the Massachusetts Constitution, as well as other federal, state, or local law.

7.10 An appropriate number of adult sponsors must accompany minors unless otherwise allowed by the Town Administrator, as follows:

7.10.1 One adult for every six (6) children under the age of fourteen (14) years and one adult for every twelve (12) minors over the age of fourteen (14) years.

7.10.2 Names of adults responsible shall be included on the application form.

7.11 The name, address, and/or phone number of the Board or Town Administrator may not be used as the official address or headquarters of organizations using meeting rooms. In issuing posters, press releases, or other publicity, groups may not state nor imply that their programs are sponsored, co-sponsored, or approved by the Town.

7.12 The Town, the Board, the Town Administrator, or employees assume no responsibility for the loss, theft, or damage of any property of any group or individual using the facilities.

7.13 Groups using meeting rooms shall ensure that the maximum capacity of each meeting room used is not exceeded.

7.14 Groups using meeting rooms agree to indemnify and hold harmless the Town and its employees, officers, agents, and representatives from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings, or its equipment.

7.15 Groups reserving meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.

7.16 Groups wishing to bring equipment into the Meeting Room must make arrangements at the time the application is made.

7.17 No sporting events or athletic events are allowed.

7.18 No performance or any other event presented in the Facility shall be broadcast by radio or television or by any other means such as social media, cell phone, computer, and the like, without the written consent of the Town.

7.19 Parking is restricted to paved, designated parking areas.

## 8.0 GENERAL

### 8.1 Emergencies

8.1.1 Groups are advised to orient their members to the exit routes available in case of emergency.

### 8.2 Facility Closure

8.2.1 In the event that the facility closes for a weather emergency or for any other reason, meetings are automatically cancelled; and the Board takes no responsibility for notifying participants.

8.3 Exceptions to these Regulations may be made at the discretion of the Board as it deems in the best interest of the Town.

8.4 At a minimum, the Board requires that any group seeking to use a meeting room provide a sponsor who resides in Princeton, Massachusetts, and signs the Town Facility Use Application Form and the Facility Use Agreement.

## 9.0 BOARD'S RIGHTS

9.1 The Board shall have the right to have access to or to make inspections at any time and at any occasion to insure compliance with the Facility Use Regulations.

9.2 The Board does not relinquish the right to control the management of the Facility and to enforce all necessary and proper regulations for the management and operation of the Facility.

TOWN OF PRINCETON  
TOWN HALL ANNEX FACILITY USE APPLICATION FORM

Date: \_\_\_\_\_

Name of Non-Profit Group:

\_\_\_\_\_

Purpose or Function of Group (Clearly identify in detail the Group and its purpose or function:

\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Requester: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

Room Requested: \_\_\_ Large Room \_\_\_ Small Room

Date(s) requested: \_\_\_\_\_

Start Time of Use: \_\_\_\_\_ Finish Time of Use: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Names of Responsible Adults (one adult for every six children under the age of fourteen (14) and one adult for every twelve (12) minors between the ages of fourteen (14) and eighteen (18)):

\_\_\_\_\_  
\_\_\_\_\_

I/We have read the *Town Facility Use Regulations* of which a copy is attached to this *Application Form*, and I/we agree to comply with said *Regulations* and the conditions of the *Facility Use Agreement (if applicable)*.

Signature(s): \_\_\_\_\_

Office Held in Group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile \_\_\_\_\_ Email: \_\_\_\_\_

Request Approved By:

\_\_\_\_\_