

## **Town of Lunenburg Community Room Use Policy**

### **Purpose**

The Town of Lunenburg's Community Room is available for use by residents and members of the public. This facility is available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations. In allowing the use of the Community Room, the Municipality will not discriminate against users of the facility based on the users' particular viewpoint(s).

### **Priority of Use**

The Town of Lunenburg will make the Community Room available on a first-come, first-served basis for individuals, groups, businesses, and organizations to use or rent during times when the facilities are not being used for Town programs or events sponsored by the Town of Lunenburg and when they are not being used by the Town's staff, boards, commissions, committees or task forces.

### **Facility Use/Scheduling**

Any individual, group, business, or organization wishing to use the Community Room shall contact the Town Clerk a minimum of 7 days prior to the requested time of usage. Requests may be emailed to [townclerk@lunenburg-gilmanvt.gov](mailto:townclerk@lunenburg-gilmanvt.gov), by stopping into the Town Clerk's Office during regular business hours, or by calling 802-892-5959. No use of the Community Room shall be permitted until a written Facility Use Agreement is executed by the Municipality. The Town Clerk maintains a usage calendar in the office and there is a copy of the calendar posted in the Community Room. ***PLEASE NOTE:*** writing in an event on the posted calendar in the Community Room does not constitute a valid reservation. In the event of multiple events on the same day, a minimum of 60 minutes is required between users to allow time for set up and breakdown, unless otherwise approved by all parties.

### **Key Access**

A key will be provided for anyone scheduling an event. The Town Clerk will arrange with the user for key access. At the end of any event, the outside door should be locked, and the key dropped in the black box to the right of the entrance to the Town Clerk's office. Using the key to accessing the Room is only allowed during the times reserved. Failure to return the key at the end of an event may result in a \$25 fine.

### **Fees**

Use of the Community Room is free to all Town recognized organizations, staff, boards, commissions, committees or task forces. All other individuals and groups will be charged a \$35 usage fee for a 5-hour time period. The rental fee for over 5 hours use is \$60.

### **Alcohol, Tobacco and Drugs**

The consumption or possession of lighted tobacco products or use of tobacco substitutes and cannabis in any form is prohibited on municipal property. The sale, possession, consumption, or use of illegal drugs is prohibited on municipal property.

### **Responsibilities**

Use of the Community Room must not create a nuisance or disturb the workers in the Town Office or Post office. Users must return the Room in a neat, orderly, and clean condition after use. Chairs and tables should be folded and stacked. All items, including trash, should be removed from the Community Room at the end of the event. If needed, the Room should be broom swept. The use of any items in the cupboard above the sink is allowed, but all items should be washed and returned to the cupboard at the end of an event.

The thermostat should not be set higher than 72 degrees during an event and it should be lowered to 60 degrees at the end of an event. Windows and doors should be closed at the end of an event.

No items from the food shelf shall be taken during an event.

The bathroom should be checked at the end of your event to ensure it is neat and clean.

Users will be responsible for, and liable to, the Town of Lunenburg for all repairs to the facilities required as a result of damage caused by users.

### **Effective Date**

This Policy shall become effective upon adoption by the Select Board, and the fees may be amended from time to time as deemed appropriate by the Select Board.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

---

\_\_\_\_\_  
Harry Williams, Select Board Chair

---

\_\_\_\_\_  
Nancy Benoit, Select Board Member

---

\_\_\_\_\_  
Nate Brown, Select Board Member

