



## **DANVILLE TOWN HALL USE POLICY**

Danville Town Hall  
36 US Route 2 West, P. O. Box 183  
Danville, VT 05828  
(802) 684-3426 phone (Administrator's office)  
(802) 684-9606 fax ♦ email [townadmin@danvillevt.gov](mailto:townadmin@danvillevt.gov)

Local organizations and community groups may utilize the Town Hall Auditorium and Meeting Room for meetings, activities, and special events in accordance with the requirements set below.

Reservations are required for each activity, and all applications will be on a first-come, first-serve basis. There will be no multi-use agreements, and the approved user may not enter into any sublease agreements with a third party. A person knowledgeable of the building and approved by the Town's Administrator must always be on duty to supervise the building when in use. Some events may require additional supervision which must be provided by the user.

### Provisions of Use:

1. The organization or group must ensure that all activities will be orderly and lawful and not of a nature to incite others to disorder, and will provide reasonable security arrangement appropriate for the activity.
2. The user will be liable for all damage resulting from improper activities or damage to the building or equipment. There are to be NO staples, tacks or nails, tape, etc. used on any surfaces in the building and NO decorations to be hung from the lights or sprinklers. There is to be NO smoking in or around the building, NO open flames (candles, lighters, sparklers, etc.) and the use of alcoholic beverages on the premises are prohibited without a special permit.
3. Any activity for individuals under 21 must have adult supervision based on one adult for every 15 young persons.
4. Care is to be exercised when moving objects not to hit the doors or walls, and they must be lifted and not dragged on the floor.
5. It is the user's responsibility to remove all property, materials, equipment and trash. All floors including foyers must be free of debris, swept, vacuumed and/or mopped, if necessary, at the end of each function. Anything remaining will be disposed of within 48 hours of the event or by the following Monday, if rented on a Friday.
6. No activity shall last later than 11 pm. Maximum occupancy allowed by the State Fire Marshall at this time is 113 people in the Auditorium and 52 people in the Meeting Room.
7. No furnishings will be loaned out or removed from the building.
8. If any of these provisions are not followed, the security deposit will be forfeited.

A Usage Fee of \$100/day for Danville Residents or \$200/day for non-residents will be charged for the Auditorium and \$50/day for Danville Residents or \$75/day for Non-Residents for the Meeting Room, including any setup and rehearsal time. Every use will require a \$100 Security Deposit and will be returned after inspection of the facility. A \$20/day Heating Fee for the Auditorium only is required even with free use of the facility. (October 1 - April 30).

Application and Agreement Form must be completed and is not final until acceptance and receipt of the required fees are received. Use of the facilities may be revoked at any time for failure to abide by the rules and procedures described herein. The Town Clerk, Selectboard or Town Administrator is authorized to approve user request. A calendar of scheduled use of the building shall be maintained in the Town Clerk's office and Town Administrator's office.

The Town of Danville does not assume any liability for the acts of any organization or group using the Town Hall facilities. For organized events, sponsors will be required to obtain their own liability insurance and provide the Town with a Certificate of Insurance, naming the Town of Danville as an Additional Insured.

Revised and Approved by the Danville Selectboard on \_\_\_\_\_

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Jan Ouellette

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Alison Low

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Eric Bach

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Matt Choate

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Kristin Calkins