

TOWN OF CHELSEA, VERMONT FACILITIES USE POLICY

The Town of Chelsea has a facility that is available for use by Chelsea residents and members of the public. It is the intent of the Town to have the facility used as frequently as possible, but it is the obligation of the Town to ensure that the facility is maintained in good condition and its use and maintenance does not impose an undue financial cost on the Town's residents. This policy is intended to help ensure the Town's facility will be well maintained, enjoyable, accommodating and will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use the facility.

1. FACILITY TO WHICH THIS APPLIES. This policy shall apply to the following facility.

1. Chelsea Town Hall

2. PRIORITY OF USE. The Town of Chelsea will make this facility available on a first come first serve basis for individuals, groups and organizations to rent during times when the facility is not being utilized for the Town of Chelsea programs or by Town staff, board, commissions and committees, or Town of Chelsea sponsored events.

3. HOURS OF USE. The facilities are available for use during the following hours
8 AM- 12 PM

4. PROHIBITIONS. The following uses are strictly prohibited at the facility.

1. NO SMOKING
2. NO HIGH IMPACT SPORTS
3. NO OPEN FLAMES IE: CANDLES
4. NO KEGS ALLOWED

5. OCCUPANCY. Occupancy of the facility will be limited as follows:

Chelsea Town Hall	Main Hall	150
	Balcony	40

6. OBLIGATION OF USERS. User must return the facilities in a neat, orderly and clean condition after their use. See contract for a detailed summary of obligations.

7. FACILITY RENTAL AGREEMENT. Social service, and community service groups, individuals, businesses, and non-profit groups wishing to use the facility shall be required to execute a Facility Rental Agreement for each event.