

**TOWN OF DERBY, VERMONT
MUNICIPAL BUILDING USE POLICY**

The Town of Derby has three meeting rooms in the Municipal Building that are available for use by Derby residents and members of the public. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to regulate the use of the building for events not sponsored by the Town of Derby and to help ensure that the Town's facilities 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 its facilities.

1. **FACILITIES TO WHICH THIS POLICY APPLIES.** This policy shall apply to Meeting Rooms #1, #2 and #3 of the Municipal Building, 124 Main Street, Derby Center, Vermont.
2. **PRIORITY OF USE.** The Town of Derby will make these facilities available on a first come, first serve basis for individuals, groups and organizations to rent during times when the facilities are not being utilized for Town of Derby programs or by Town staff, board, commissions and committees, or Town of Derby sponsored events.
3. **HOURS OF USE.** Unless authorized by the Select Board, the Municipal Building facilities are available for use only during normal office hours. Current office hours are from 7:00 a.m. to 5:00 p.m. Monday thru Thursday, excluding holidays.
4. **PROHIBITIONS.** The following uses are strictly prohibited at the facilities:
 - a. Consumption of alcoholic beverages
 - b. Excessive noise
 - c. Smoking
 - d. Consumption of food, with the exception of the Lion's Club
 - e. Use of the kitchen, with the exception of the Lion's Club
 - f. No not nails, screws, etc. allowed in the walls, ceiling, or woodwork
5. **OCCUPANCY.** Occupancy of the facilities will be limited as follows:

Municipal Building	Maximum Occupancy
Meeting Room #1	30
Meeting Room #2	30
Meeting Room #3	23
6. **SMOKING.** Smoking is prohibited at all Town facilities.
7. **ALCOHOL.** Consumption of alcoholic beverages is prohibited at the facilities.
8. **OBLIGATIONS OF USERS.** Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.
9. **FACILITY RENTAL AGREEMENT.** Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facilities shall be required to execute a Facility Rental Agreement for each event and a Key Agreement if the event is outside of normal office hours.
10. **FEES AND SECURITY DEPOSITS.** Rental fee is \$100 for every 4 hours or portion thereof. Security deposit is \$100.