

**TOWN OF FITZWILLIAM
TOWN BUILDING RENTAL POLICY**

1. This policy is applicable to all town buildings and property
2. Fitzwilliam town buildings and grounds are available for use for governmental functions, meeting and public functions by local organizations, and functions by private organizations and individuals at the discretion of the Board of Selectmen.
3. All organizations wishing to use town facilities will submit their request to the Board of Selectmen two weeks prior to the requested date. All requests require approval of the Board of Selectmen.
4. All official town department or town governmental functions are on a no charge basis.
5. A number of local organizations which contribute to the overall welfare of the residents of Fitzwilliam have traditionally received preferential rates. These organizations are listed under paragraph six (6) of this policy. This list may be added to at the discretion of the Board of Selectmen or by vote of the legislative body at a town meeting. These organizations will have the use of town buildings or Common, on a no charge basis for meetings and functions where tickets are not sold, or donations accepted. If a fee is charged by the organization to participants attending the event, the fees for private organizations or individuals will apply. All private organizations and/or individuals are subject to the following rates:

Town Hall Upper Hall	\$45.00 per half day or evening
Town Hall Lower Hall	\$20.00 per half day or evening
Depot Fire Station Hall	\$45.00 per half day or evening
Fitzwilliam Common	\$45.00 per half day or evening
6. Organizations on a no charge or reduced rate basis include:
 - Youth Organizations (Scouts, 4H etc)
 - Patriotic Organizations
 - Fitzwilliam Schools
 - Visiting Nurses Association
 - Friends of the Library
 - Elliot Institute functions
 - Fitzwilliam Firemen
 - Meadowood Fire Department
 - Fitzwilliam Historical Society
 - Fitzwilliam Community Church
7. All functions held in the Town Hall Upper Hall between November 1st and May 1st are subject to a twenty-five-dollar (\$25.00) surcharge to cover the cost of heating the hall. This fee may be waived by the Board of Selectmen.
8. There is a \$100.00 fee for moving the benches in the upper hall when the upper hall is rented.

9. All building rentals include the use of toilet facilities. There are no restrooms on the Common. There is a seasonal port-a-potty next to the Town Hall
10. Full payment for the rental of a town building or the Common must be received two weeks prior to the date of rental. Renters will be responsible for any damage.
11. A \$100.00 security bond will be posted to cover damages, or any other cost incurred by the town as a direct result of the rental. For groups anticipating larger than fifty (50) in attendance, a \$500.00 security bond will be required. The security bond will be returned if the facility/Common is left without a trace of your event, and all have vacated the event on time. If the clean-up is insufficient or damage occurs the return of the deposit will be proportional to damage found. This requirement may be waived by the Board of Selectmen.
12. Adequate liability insurance will be obtained by each renter. A certificate of same must be on file with the Board of Selectmen.
13. One person, designated by the renter, will be responsible for obtaining a key to the building. The key can be picked up in the Selectmen's office during regular open hours. It must be returned to the Selectmen's office after the event during regular open hours. If the key is lost a \$7.50 fee will be charged. In the event that the key is not returned, all rental privileges will be suspended for the organization.
14. All persons renting town property will familiarize themselves with the posted rules and regulations and take responsibility to ensure that they are strictly complied with by all persons present.
15. Organizations requiring use of the building or the Common prior to their scheduled events for purposes of rehearsals, setting up equipment, etc. will make arrangements with the Selectmen's Office. Any moving of furniture in town facilities will be done by the firm the town has contracted with and the cost will be paid by the renter.
16. All equipment, scenery or other paraphernalia, including trash, will be removed no later than 48 hours following the event. Relative to use of the Common, please include on the Rental Application the following: arrangements for set up and clean -up including number of chairs, tables, runners, tenting, portable bathroom facilities, food service, rubbish removal (the name of the companies providing these services, if applicable), the number of guests anticipated, and parking plans.
17. Anytime a town building or the Common is used for a group of more than fifty (50) people, the person renting the building will notify the police chief, who will review the parking plan and determine if a police officer needs to be present. If required, the police officer will be paid for separately by the renter at the hourly rate established by the police chief.
18. No food is allowed in the upper hall.
19. No alcoholic beverages will be allowed on town premises.
20. If the event involves music, please be considerate of others in the vicinity in exercising volume control

Adopted June 1, 1975
Amended January 21, 2004
Amended January 27, 2022
Board of Selectmen
Fitzwilliam, New Hampshire