



RICHMOND TOWN HALL FACILITIES & EQUIPMENT USE

Complete and submit this application to the Richmond Town Hall. The Town Administrator and/or Building Maintenance/Grounds Supervisor signatures on the original constitutes a contract for the applicant's use of facilities and/or equipment as specified below.

For additional information or after hours help, please contact the Building Maintenance/Grounds Supervisor by phone at 413-645-4063 or by email at maintenance@richmondma.org

APPLICANT INFORMATION

Name of Group: _____

Applicant's Name: _____

Applicant's Email: _____ Fax #: _____

Applicant's **MAILING** Address: _____

Applicant's Phone #'s: (h) _____ (w) _____ (cell) _____

FACILITIES/EQUIPMENT

Specify the facilities requested (i.e. kitchen, Community Room): Community Room Kitchen

Other: _____

Specify the equipment being requested including quantity (i.e. tables, chairs, podium, microphone, TV, etc.): _____

Purpose of use: _____

Date(s) requested: _____ Start time: _____ End time: _____

What time will the facility be needed for your preparation? _____

Anticipated # of persons to be in attendance: _____ Fee to be charged to those attending: \$ _____
(if applicable)

SIGNATURES

On behalf of the above organization, I hereby certify my signature below. I agree to provide adequate adult supervision at all times during the use of the facility. I will assume responsibility for all fees, charges and damage claims resulting from such use of facilities and/or equipment. Additionally, I have read, understood, and agree to all Facility/Equipment Use Rules and Procedures, and, I have read, understood, and agree to all information in the Waiver and Release Form.

Applicant's Signature: _____ Date: _____
(Must be 18 years of age or older)

Town Administrator Approval Signature: _____ Date: _____

Building Maintenance/Grounds Supervisor Signature: _____ Date: _____

DANIELLE FILLIO
TOWN ADMINISTRATOR

TOWN HALL

1751 STATE ROAD
RICHMOND, MA 01254



TELEPHONE: (413) 553-7803

FAX: (413) 698-3272

WEBSITE: www.richmondma.org

EMAIL: Townadmin@richmondma.org

RELEASE/HOLD HARMLESS AGREEMENT

(required for use of Town Property ONLY)

I, _____, a representative from _____ (if applicable),

do hereby acknowledge that in the course of its use of property owned by the Town of Richmond, namely

Community Room Kitchen Equipment

(as specified on application)

located at 1751 State Road, Richmond, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees, and invitees, in any manner whatsoever shall operate at its own risk on said property of the Town of Richmond.

For and in consideration of the use of:

Community Room Kitchen Equipment

(as specified on application)

does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, its agents, servants and employees (hereinafter collectively referred to as the "Town"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of use of said facilities/equipment as specified.

I, _____, a representative from _____ (if applicable),

further agree to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of said facilities/equipment as specified.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Richmond.

Signed this _____ day of _____, 20_____.

Print Name: _____

Signature: _____

Richmond Town Hall Facility/Equipment Use Rules and Procedures

For additional information or after hours help, please contact the Building Maintenance/Grounds Supervisor by phone at 413-645-4063 or by email at maintenance@richmondma.org

- To reserve space, individuals or organizations may telephone the Richmond Town Hall at 413-553-7793 and must follow-up the verbal request with a written reservation within five (5) days for confirmation and approval. Payment must be made in full one (1) week prior to event(s);
- First priority for use of Town facilities shall be for Town meetings, staff uses, and other Town-sponsored functions and activities;
- The Town reserves the right to grant, at its discretion, free use of any facility to any educational, charitable, or governmental agency. The Town reserves the right to modify or rescind this practice at any time;
- All non-Town government activities must be completed by 9:00 PM;
- Entrance to the property only via the public entrance. Facility shall be unlocked as necessary to accommodate groups. Groups are restricted to the rental area. The security system will be active in remainder of building;
- Organizations that have insurance coverage against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying this application, of the organization and any agents, representatives, or employees shall provide, if requested, a certificate of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) which must be delivered to the Town Office for review prior to the date of activity. All certificates of insurance must include the Town of Richmond as an additional named insured. Insurance companies must be licensed by the Commonwealth of Massachusetts or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization;
- Organizations that do not have this insurance will need its members to sign a "Waiver and Release" form prior to using the facilities. The Building Maintenance/Grounds Supervisor must have the signed form before the individual(s) can use the facility;
- The rental organization shall allow appropriate Town, County, or State representatives to conduct any inspection which may be required or deemed necessary in this regard, or to ensure the public health, safety, or general welfare;
- Applicant must be present while facilities are being used. Applicant is responsible for group;
- The Town should be notified as soon as possible if the event has been canceled;
- The Town reserves the right to cancel any reservation previously scheduled by any organization;
- Renting organization responsible for all damage to facility or equipment;
- All minors must have direct adult supervision;
- There is no smoking or alcoholic beverages allowed;
- There are no candles or open flames allowed. Incense is not allowed;
- No outside equipment will be used unless authorized by the Building Maintenance/Grounds Supervisor;
- All decorations, trash, and other materials used shall be removed immediately by the renter after the completion of the function. All decorations must be fire resistant. Changing of equipment, electrical adjustments, driving nails or hanging decorations shall not be allowed;
- The town will not be responsible for any material left behind. It will not be saved and the renting organization will be charged for its removal;
- Handicap access is available;
- You will have a half hour prior to the event for set up and a half hour after for clean up;
- All facilities used will be cleaned at completion of event;
- Parking shall not be allowed which would obstruct exits or ingress of emergency vehicles and personnel;
- At the discretion of the Town Administrator, any renting group may need to provide for a Police Officer to be present;
- Restrooms are located to the right of the Community Room;
- Food or beverages are allowed in the Kitchen and the Community Room only;
- All recurring events must be planned and approved on a maximum of a one (1) fiscal year term basis;
- **If there are any problems, please notify the Building Maintenance/Grounds Supervisor at 413-645-4063.**
- **Doors will automatically lock 45 minutes after end time indicated on this contract (allowing for above-mentioned 30 minutes of clean-up time).**

**Town of Richmond
(Proposed) Room Rental Schedule
July 1, 2023 – June 30, 2024**

We have two rates: “per use” and “monthly”. Monthly use is for those groups using once a week for three (3) hours per use. Per use refers to a one-time usage (i.e. a class or meeting). There are also two groupings: “non-profit/community” and “for-profit”. A non-profit would have to be a registered 501(c)3 group. Community refers to a group using the facility that is not making a profit from its use. If a group is using the facility and charging people for it (i.e. class, book sales, etc.) then that falls under the “for-profit” use.

Groups applying for the monthly rate would need to be here every week and have a minimum commitment of three (3) months.

Groups may be required to have a custodian or Police officer present. This will be determined by the Town Administrator. The rate for an officer will be per contract.

Note: Town affiliated Boards/Committees/Non-profit groups are free of charge.

NON-PROFIT / COMMUNITY GROUP / RICHMOND RESIDENT

Per use (based on three (3) hours):

\$65 Community Room
\$50 Kitchen
\$75 Janitorial Fee (required)

For additional hours, the rate is \$20 per hour Community Room and \$10 kitchen.

Monthly (based on three (3) hours, one (1) day per week):

\$40 Community Room
\$25 Kitchen
\$75 Janitorial Fee (required)

Groups applying for the monthly rate would need to be here every week and have a minimum commitment of three (3) months. For additional hours (per week), the rate is \$15 per hour Community Room and \$10 kitchen.

FOR PROFIT / NON-RESIDENT

Per use (based on three (3) hours):

\$85 Community Room
\$75 Kitchen
\$75 Janitorial Fee (required)

For additional hours, the rate is \$30 per hour Community Room and \$20 kitchen.

Monthly (based on three (3) hours, one (1) day per week):

\$60 Community Room
\$50 Kitchen
\$75 Janitorial Fee (required)

For additional hours, the rate is \$50 per hour Community Room and \$15 kitchen.