

Town of Bethel, Vermont FACILITY USE POLICY

Purpose

Town of Bethel Vermont has one or more facilities that are available for use by residents and members of the public. These facilities are available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations. In allowing the use of these facilities, the Municipality will not discriminate against users of the facilities based on the users' particular viewpoint(s).

It is the obligation of the Municipality to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Municipality's residents. This policy is intended to help ensure that: the Municipality's facilities will be well maintained and accommodating and will provide a safe environment; and the Municipality will be fair and consistent with all parties wishing to use its facilities.

Facilities to Which This Policy Applies

This policy shall apply to the following facilities in the Municipality, which shall be available for rental, with the maximum occupancy as listed:

Facility	Address	Maximum Occupancy
Bethel Town Hall (rental)	318 Main Street	125
Town Hall Conference Room (rental)	318 Main Street	25
Peavine Park	341 Peavine Blvd.	375*
Bandshell/Common	107 Church Street	180*
Recreation Area	115 Pleasant Street	300*
Fort Fortitude	71 Main Street	50

* If you expect your event will exceed 150 people (inc. staff, vendors, etc.) you must make an appointment with the Selectboard to discuss the details of your event.

Priority of Use

The Municipality will make these facilities available on a first-come, first-served basis for individuals, groups, businesses, and organizations during times when the facilities are not being used for Municipality programs or events sponsored by the Municipality and when they are not being used by Municipality staff, boards, commissions, or committees.

Facility Use

Any individual, group, business, or organization wishing to use municipal facilities shall notify the Town Manager's Office of the date and time on which they wish to use such facility. No use of a facility shall be permitted until a written Facility Use Agreement is executed by the Municipality, the applicable user fee and/or security deposit has been paid to the Municipality, and proof of insurance has been provided to the Municipality as required. If the facility is being utilized by or sponsored by a Town committee, board or commission, the Town's insurance will cover the event. If another group or individual pays to rent a facility, they shall provide a proof of insurance to the Town.

Hours of Use: The Facilities are available for use during the following hours: 6AM to 9PM.

No overnight parking or camping. Open flames, including grills, are prohibited during public events, unless provided for by the event officials.

Security Deposit and Insurance Requirements

In addition to any rental fee, a security deposit may be required for use of a facility. Such security deposit(s) will be returned promptly to the User if no damage has been caused to the Facility and if all cleaning activities have taken place as specified in the signed Facility Use Agreement.

If the facility is being sponsored by a Town Committee, Board or Commission, the Town's insurance will cover the facility.

If the facility is being rented, the User will need to provide the Town with proof of liability coverage that will protect the Town from a third-party lawsuit, if a damaging incident occurs at the event. The User may obtain "event coverage" through their existing insurance company. If the User does not have that option available, they may purchase a Tenant User Liability Insurance Policy (TULIP), by visiting www.GatherGuard.com.

Alcohol, Tobacco, and Drugs

The sale, possession, consumption, and use of tobacco, marijuana, alcohol and illegal drugs are forbidden on all municipal property.

Obligations of Users

Use of municipal facilities must not disrupt the provision of municipal services. Nor shall use of a facility create a nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities. Users must return the facilities in a neat, orderly, and clean condition

after their use. Users will be responsible for, and liable to, the Municipality for all repairs to the facilities required as a result of damage caused by Users.

Not all facilities have restrooms. It will be the responsibility and cost of the User to provide at least one (1) bathroom/port-o-let per 100 people.

All facilities are pack in/pack out, so User is responsible for the cost of collection and proper disposal of all trash and recycling.

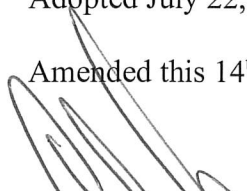
Safe and adequate parking for all event attendees is the sole responsibility of the User.

Effective Date

This Policy shall become effective upon adoption by the Selectboard, and the fees may be amended from time to time as deemed appropriate by the Selectboard.

Adopted July 22, 2019.

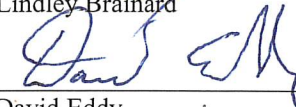
Amended this 14th day of August, 2023.



Chris Jarvis, Chair



Lindley Brainard



David Eddy



Denise Gullmette



D. Gene Kraus