



TOWN OF MONTGOMERY POLICY ON USE OF MUNICIPAL BUILDINGS AND FACILITIES

EFFECTIVE DATE

July 3, 2006

Amended December 3rd, 2007

Amended September 23rd, 2019

Amended June 24th, 2022

Amended May 20th 2024

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SECTION I: AUTHORITY

Under the authority granted in 24 V.S.A., Chapter 33, Section 872, the Town of Montgomery Selectboard hereby adopts the following policy regarding the use of Municipal buildings and facilities.

SECTION II: PURPOSE / INTENT

This Policy is adopted to encourage the widest and fairest use of Municipal facilities by the public. It sets forth guidance on use, scheduling, and fees for certain facilities. Fees are meant to help offset building operations and maintenance.

SECTION III: DEFINITIONS/APPLICABILITY

This Policy governs use of the following Municipal buildings/areas by the non-municipal organizations and individuals: The Public Safety Building Conference Room, Town Common (Village Green), any Town Highway Closures, and all Covered Bridges. Other Municipal buildings/facilities usage policies are delegated to their respective Boards or governing officials unless covered by separate municipal policies or ordinances.



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SECTION IV: GENERAL PROVISIONS

Anyone may reserve the Public Safety Building (PSB) Conference Room on a first come first serve basis. Reservations must be made with the Town Clerk. Municipal uses such as scheduled Board/Committee Meetings, Emergency Management Operations, or Fire Training will take precedence over non-municipal requests. The fee schedule can be found under Appendix A for the PSB Conference Room. The intent of the fee schedule is to help defray the cost incurred over and above the normal usage of these facilities. Alcohol is not permitted for events scheduled in the Conference Room.

Use of the Town Common, Covered Bridges, or Town Highways, by anyone is free but must be approved by the Selectboard prior to usage. No vehicles may be parked on or driven on the Town Common without permission of the Selectboard.

The user must leave the building or/grounds in a reasonably clean state upon completion of their event. The Town of Montgomery disclaims all liability for the use of these facilities. Users assume all risks associated with their use.

Keys signed out for building maintenance, inspections, or repairs do not require fees or signed agreements. However advance notice to the Clerk must be given before such events take place.

SECTION V: SPECIFIC PROVISIONS: Public Safety Building (PSB)

1. The PSB Conference Room is best suited for small groups (35 or less).
2. Activities most appropriate for the PSB conference room include zoom meetings, lectures, educational class/tutoring, projector presentations etc. All special events and private rental activities in this space are subject to approval at the discretion of the Town Clerk /or Selectboard. Larger group activities or events that may be disruptive to the Office/Library environment are best suited for the Town Hall or Recreation Pavilion.
3. Renter/users must pay the appropriate fee (if applicable) and sign the agreement for the use of the PSB Conference Room. For events that are scheduled for multiple dates, rather than one time usage, you will only need to sign the rental agreement once for a period of dates not to exceed six (6) weeks. Subsequent requests for continuation of a multi-date event will require another signature and approval of



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calendar dates with the Town Clerk to ensure events are not overlapped or double-booked.

4. Parking for events at the PSB must not interfere with access to/from the fire department.

SECTION VI: AMENDMENTS

This policy and any building usage agreements associated with this policy may be amended by a majority vote of the legislative body at any duly warned meeting, providing the subject appears on the agenda for that meeting.

SECTION VII: NOTICE

This Policy shall be entered into the minutes of the Town records and shall be posted in at least three conspicuous places in Town for a period of one month. A reference to where the full text may be examined shall be posted also.

Town of Montgomery Selectboard Members,

Charlie Hancock, Chairman

Emily Kimball, Vice-Chair

Mark Brouillette

Suzanne Dollois

Leanne Barnard

Montgomery Town Clerk's Office received for record this 28th day of May,
A.D., 2024 at 12:45 P.M.

Attest:

Elizabeth Reighley
Elizabeth Reighley,
Municipal Clerk



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Appendix A: Fee Schedule

PSB Conference Room Usage:	Year Round
Public Event (open to all- no charge)	Free
Private Business Meeting (not Town related)	\$25.00
Private Event (not open to general public)	\$30.00

A Rental/Usage Agreement is required in all event cases and must be filled out upon collection of fees. Fees are due in total upon signing. Key pickup should be arranged with the Town Clerk during office hours and is subject to the General Standards of Operation: Key Policy. Keys must be returned within 24-48 hours or, if an event falls on a weekend, the following business day. Keys may be returned via the Town Office Dropbox. Our Dropbox is located at the Public Safety Building mounted on the left-hand side of the front of the building at 86 Mountain Road Montgomery Ctr VT 05471.



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Appendix B:

Rental/Usage Agreement for use of the Montgomery PSB Conference Room

The Following Agreement is made on this date: _____

Between: The Town of Montgomery & User/Renter/Organization: _____

The User/Renter/Organization has paid a fee of: _____

To Reserve the Conference Room on the following *date(s): _____

Subsequent requests for continuation of a multi-date event will require another signature and approval of calendar dates with the Town Clerk to ensure events are not overlapped or double-booked.

The following conditions and rules apply and are the sole responsibility of the User/Renter/Organization:

The building will be returned to the condition in which it was found within 24 hours of the event. The Renter will inform the Town Clerk of any damage done to the building as a result of the event. The Renter will pay for any damages resulting from the event. It is the sole responsibility of the Renter to maintain adequate control of their event. Consumption of alcohol is strictly prohibited in the conference room. The Renter will ensure parking for their event will not interfere with access to/from the Fire Department. The Renter will ensure that no vehicles are parked in front of or are blocking the Fire Truck Bays in any way during their event. The Maximum capacity of the Room is 35 people. It is the sole responsibility of the Renter to monitor the capacity throughout the event and ensure the maximum capacity is not exceeded for fire/safety reasons. Emergency exits must always be kept clear and accessible during the event. The Town of Montgomery disclaims all liability for the use of these buildings/facilities. Renters/Users assume all risks associated with the use of this facility. The Town of Montgomery (meaning any member of the Selectboard, the Constable, or duly appointed employee) reserves the right to stop an event, which becomes out of control, creates a danger or nuisance to the surrounding neighborhood, or violates any of the above rules.

Signature indicates the Renter has read and agreed to this Policy, and to the rules in this Appendix.

Renter/User: _____ Date _____

Agent of Town of Montgomery: _____ Date _____