

TOWN OF DOUGLAS



POLICY FOR USE OF TOWN PROPERTY/FACILITIES

In an effort to make the best use of available space for public meetings and to avoid scheduling conflicts, the following procedures will be implemented for requests to use Town property:

Town boards, committees and all other organizations must contact the Town Clerk for an application at least two weeks prior to the event.

The completed application must then be delivered to the Town Administrator who shall forward the application to the Police Chief for approval and/or conditions when any of the following apply:

1. The event will utilize Town Roads
2. The event will use one or more of the following building; Municipal Center, Fire Station, Senior Center or Library.

The Town Administrator shall forward the application to the Buildings & Facilities Maintenance Manager for approval and/or conditions when the event will utilize any town building.

The Town Administrator shall forward the application to the Senior Center Director for approval and/or conditions when the event will utilize the Senior Center.

The Town Administrator shall forward the application to the Recreation Commission for approval and/or conditions when the event will utilize any facility under the jurisdiction of the Recreation Commission.

If police details are required, the cost of such shall be borne by the organization holding the function on a prepayment basis.

The application, once reviewed and approved by the Police Chief, Fire Chief, Buildings & Facilities Maintenance Manager, Library Director, Senior Center Director and Recreation Commission (as necessary), shall be reviewed for approval and signed by the Town Administrator. All applicants shall be notified upon final approval.

Permission to use school buildings or property must be arranged through the school department.

Since the Town has limited facilities, first preference for use of space will be given to municipal boards with regularly scheduled meetings and other bona fide municipal functions.

Town buildings are not left open and arrangements must be made to unlock and lock buildings when needed. All organizations must clean up IMMEDIATELY after the event and arrange for the trash to be removed themselves. Events which include children should be carefully supervised and the group must confine themselves to the particular area assigned. Alcoholic beverages are not allowed on town property.

The Town reserves the right to place restrictions and conditions on all functions including evidence of liability or other appropriate insurance when needed. Any organization which uses Town property without proper approval will be considered in violation of Town policy and will be removed and/or fined.

These rules will be in effect for all Town property, which comes under the jurisdiction of the Board of Selectmen.

If you are requesting the Municipal Center Gym or Senior Center, please see their rules & regulations.

FEE SCHEDULE
(Per event/per Day)

In-Town Non-Profit	No Charge
Out-of-Town Non-Profit	\$50.00
All Others	\$100.00
Use of Gymnasium	\$25.00 per hour

I fully understand and agree to the above stipulations and requirements. Any damage done to Town property as a result of this function will be repaired or restored at the expense of the organization that I represent. The cost of any additional police will also be at the expense of this organization.

Date

Applicant's Signature

Address

Telephone



**PROPERTY USER, RECREATIONAL AND VOLUNTEERS
ACTIVITIES RELEASE FROM**

I, the undersigned, do hereby consent to and acknowledge my participation in voluntary or recreation programs of the Town of Douglas and/or use of Town of Douglas property.

In consideration for the foregoing and the value I receive therefrom, I agree to forever release the Town of Douglas, and its employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in any voluntary or recreation programs of the Town of Douglas ("the Releasees") from any and all claims, rights of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the Town of Douglas voluntary activities or recreation programs, or from my use of Town of Douglas' Property.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from the aforementioned activities.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs or use Town property. By signing this Form, I affirm that I have decided to participate as a volunteer or in its recreation programs, and/or to use Town Property, with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in the aforementioned activities

Signature of Parent or Guardian if the
Participant is less than 18 years of age

Organization / Group Name

Participant Name (please print)

Participant Signature

Date

No conflicts: _____
Adam

APPLICATION FOR USE OF TOWN PROPERTY

No conflicts: _____
Town Clerk's Office

Name of Organization: _____

Location Request: _____

Date and Time of Event: _____

Nature and Reason for Event: _____

Contact Person: _____ Telephone Number: _____

Number of People Attending: _____

Special requirements: _____

THIS SECTION MUST BE SIGNED BY THE FIRE CHIEF OR HIS DESIGNEE.

Conditions/Restrictions: _____

Date

Fire Chief

THIS SECTION MUST BE SIGNED BY THE CHIEF OF POLICE OR HIS DESIGNEE.

Additional Police Required: Yes ____ No ____ Amount of Charges: _____

Parking Restrictions: _____

Additional Restrictions: _____

Date

Chief of Police

THIS SECTION MUST BE SIGNED BY THE TOWN ADMINISTRATOR.

Conditions: _____

Rental Fee/Terms of Rental: _____

Date

Town Administrator



USE OF TOWN PROPERTY BY OUTSIDE ORGANIZATIONS INSURANCE COVERAGE POLICY

Whenever the Town of Douglas allows any individual, group or organization ("user") to utilize town owned premises, whether for consideration or otherwise, said user must supply a Certificate of Insurance to the Selectmen's Office with the Town Use Application. The requirements of the insurance are as follows:

1. **General Liability** of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate. The Town of Douglas should be named as an "Additional Insured". If service or consumption of alcohol is involved, liquor liability coverage should also be included at the same limits as the General Liability policy and the Town of Douglas must be named as an "Additional Insured".
2. **Automobile Liability** (applicable for any user which has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town of Douglas shall be named as an "Additional Insured".
3. **Workers' Compensation** Insurance as required by law.
4. **Liquor Liability** of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town of Douglas shall be named as an "Additional Insured".

Note: The above requirements are the minimum insurance limits. It will be at the town's sole discretion as to whether higher limits are needed.

The Board of Selectmen may waive these insurance requirements if it deems it to be in the public interest to do so. Any user which receives such waiver must submit a signed "Property User, Recreational and Volunteers Activities Release Form" (attached) for each person who will use the premises. This form will be signed at the time the individual signs up for the activity. It is the responsibility of the user to submit all forms to the Board of Selectmen's Office.

Douglas Recreation Department
Municipal Center Gym Rules & Regulations

1. \$25.00 per hour rental fee, payable to Douglas Youth Basketball, for non Douglas entities with volume discounts at the discretion of Douglas Youth Basketball.
Any Douglas event will take precedence over gym rental regardless of prior commitments.
2. Hours of operation for Dances ~ Friday ~ 6 PM to 11 PM.
3. Months for Dances ~ September to November and March to April
4. **Sneakers or socks only when using the Gym for an event.**
5. Usage form must be filed at least 30 days prior to event for proper approval.
6. Responsible for clean up (immediately after event) and lost and found items.
7. Responsible for the turning off of lights and securing the facility after the function.
8. **Absolutely no food, drinks, gum, candy, etc. in gymnasium during dances.**
9. The Recreation Commission reserves the right to reject any organization from the use of the facility due to prior complaints.
10. The Douglas Police Department can and will require the addition of police officers if deemed necessary by the Police Chief.
11. No open flame or combustible materials allowed without the consent of the Fire Chief. The Fire Chief or his designee, at his discretion, shall do periodic visits during dances to ensure proper lighting and/or access to exits are adequate.
12. NO SMOKING in or on the Municipal Center grounds.
13. A member of the Recreation Commission will inspect the gymnasium before and after an event. If the gymnasium is found to be in need of further clean up, a call will be made to the contact person of the event.
14. Any violations of the above will be noted and put on record for future references.

I fully understand and agree to the above stipulations and requirements. Any damage done to Town property as a result of this function will be repaired and restored at the expense of the organization that I represent. The cost of any additional police will also be at the expense of this organization.

Date

Applicant's Signature

Address

Telephone

THIS SECTION MUST BE SIGNED BY A REPRESENTATIVE OF THE RECREATION COMMISSION.

Conditions/Restrictions: _____

Rental Fee/Terms of Rental: _____

Date: _____

Recreation Commission: _____

Douglas Senior Center Rules & Regulations

1. Responsible for supplying own paper goods, beverages and ice. **No Alcoholic Beverages Allowed.**
2. The Senior Center dishes and utensils are **not** for public use.
3. If using tables for anything other than eating, please remove the tablecloths and centerpieces before the activity.
4. Responsible for washing all the tables after use, replacing tablecloths and centerpieces if they were removed.
5. If you moved tables, chairs or any other furniture, please put them back where you found them and push in the chairs.
6. Responsible for clean up (immediately after event).
7. Responsible for turning the heat down to 62 before leaving, if you turned up the heat on either or both thermostats.
8. The use of the oven, stove, coffee pot, etc. are not prohibited unless approved by the Senior Center Director.
9. Responsible for turning off lights. (Some of them stay on automatically).
10. The Douglas Senior Center reserves the right to reject any organization from the use of the facility due to prior complaints.
11. No open flame or combustible materials allowed without the consent of the Fire Chief.
12. No smoking in or on the Douglas Senior Center grounds.

I fully understand and agree to the above stipulations and requirements. Any damage done to the Town property as a result of this function will be repaired and restored at the expense of the organization that I represent.

Date: _____

Applicants Signature

Address

Telephone #

THIS SECTION MUST BE SIGNED BY A REPRESENTATIVE OF THE TOWN OF DOUGLAS
RENTAL FEE _____ DATE _____ SIGNATURE _____