

**TOWN OF ALFRED
SELECTMEN'S POLICY
TOWN HALL USE POLICY**

As discussed at the March 13, 2007 Selectmen's meeting the following policy will be in effect as of April 10, 2007 and will replace the two Town Hall Use Policies dated October 2, 2000, March, 23, 1999 along with any amendments as necessary and approved by the Board. (dates listed below).

Town Hall use is limited to non-profit, cultural, charitable, educational or civil organizations.

Any use of the Town Hall must be approved by the Selectmen's Office by filling out and signing the "Town Hall Use Request/Agreement" form. Any unauthorized use will result in the loss of the privilege of being a key holder.

Persons/organizations using the Town Hall will provide proof of insurance and name the Town of Alfred as additional insured on their policy for the date (s) used. If no insurance, then the persons/organizations must check "WAIVER" "By signing this document I/We are stating that we are not covered by insurance and that I/We agree that we will not hold the Town of Alfred liable in case of accident, injury to ourselves or any participants or damage to property.", and sign the Request/Agreement document.

Persons/organizations using space at the Alfred Town Hall will inform the Selectmen's Office twenty-four hours in advance of cancellation of use.


Persons/organizations using space at the Alfred Town Hall will be responsible for the clean-up and removal of any items, decorations, etc. used for the event/program and will leave the space used clean.

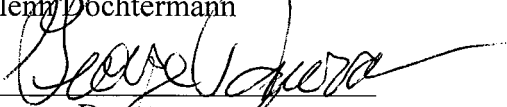
Persons/organizations using space at the Alfred Town Hall will be responsible for shutting off all lights and appliances/equipment used and will assure that the front door is locked.

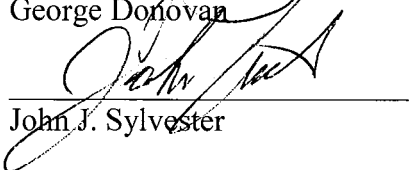
Use of alcoholic beverages shall be prohibited.

PARKING: Parking is allowed in designated areas only. Over flow is authorized in the Alfred Parish Church parking lot on the "side" of the Chapel. NO parking is allowed in the "paved horseshoe" driveway in front of the Alfred Parish Church.

Signed on the 10th day of April, 2007. Amended this 2nd day of March, 2010. Amended this 29th day of January, 2013.


Glenn Dochtermann


George Donovan


John J. Sylvester

Board of Selectmen



Town of Alfred
OFFICE OF THE SELECTMEN
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TOWN HALL USE REQUEST/AGREEMENT

Name of Organization:

Address:

Point of Contact:

Phone Number:

Cell Phone:

Other Contact Information:

Date(s) of Request: To:

From:

Time of Request: Start:

End:

Requested Area: Conference Room

Upstairs Auditorium Room

Purpose:

Insurance: Please check one of the following:

Persons/organizations and any individual associated with the building use are liable for their own action or equipment. A Certificate of Insurance is required as appropriate for the particular use requested.

WAIVER: By signing this document I/We are stating that we are not covered by insurance and that I/We agree that we will not hold the Town of Alfred liable in case of accident, injury to ourselves or any participants or damage to property owned by us.

PARKING: No parking allowed on the Parish Church paved "horseshoe" in front of the Church
Use Policy & Procedure: Please see attached sheet.

I have read and understand and will comply with the "Selectmen's Town Hall Use Policy" and will be liable for my own action or equipment.

Signature of Person to Assume Responsibility

Date

Signature of ALFRED Representative

Date