



Town Hall Meeting Room Rental Policy

Overview and Definitions

The Town of St. Albans Town Hall is a public building that has 3 meeting rooms of different sizes available for use and offers its meeting rooms to organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes.

The Town of St. Albans offers facility rentals to community groups, non-profit organizations, private businesses, individuals, and government agencies, in accordance with this policy and state and federal laws. Meeting Rooms are not available for entrepreneurial or commercial purposes, solicitation, or fund-raising purposes.

The Town of St. Albans makes meeting rooms available to the public they serve on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Each person or organization requesting use of a Meeting Room must submit a complete application and agree to abide by the guidelines set forth herein. Failure to do so may result in refusal of applications. Use of a meeting room(s) does not in any way constitute an endorsement of the group's policies, opinions, and/or beliefs by the Town of St. Albans.

“Group” is defined as any association, organization, corporation, or gathering of individuals or, singularly, and individual however denominated.

“Event” is defined as any meeting, program, or gathering.

“Participant” is defined as anyone attending or planning to attend the Event.

“Meeting Room” includes the Port Washington Room, Bella Maquam Room, and Steamship Room.

Meeting Rooms:

Port Washington - The Port Washington Room is available for programs, meetings and seminars. This 34' x 16.5' space can accommodate a maximum capacity of 55 people (subject to layout). This room does include a sink and a fully equipped audio/visual (AV) set up.

Bella Maquam Room - The Bella Maquam Room is 17' x 7' in size and can be used for smaller groups. It can accommodate a maximum capacity of 25 people (subject to layout). This room includes a fully equipped audio/visual (AV) set up.

Steamship Room – The Steamship Room is a smaller conference room with a large table centered within the room. This room is best used for smaller meetings for 2-15 people. This room includes a sink and a fully equipped audio/visual (AV) set up. This room may only be used when Town Hall is open; 8am – 4pm, Monday – Friday.

Meeting Room Reservations, Cancellations, and Use

A group requesting to use a meeting room must submit an application that is signed by an individual, who must be at least 18 years of age, acting as formal representative of the group. Said representative shall be the contact person for all communications with the Town of St. Albans regarding the application, furniture, or equipment use.

Any group using a meeting room shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or with respect to any other protected class in connection with any activity related to the use of a meeting room. Meetings may be held only during Town Hall scheduled hours of operation and must conclude (including break-down and clean up) at least 15 minutes before closing.

Town Hall Hours: Monday – Friday: 8am – 4pm.

Meeting rooms may be booked up to six (6) months in advance. Meeting rooms are available on a first come, first served basis. Priority for use of the facilities is given first to Town Hall initiated activities and functions. Room set up and equipment needed should be requested at the time of booking, but no later than two weeks prior to the scheduled event.

No single group may have more than two meetings in a one-month period, and may not exceed 4 hours in duration without prior approval of the Town Manager. Meetings scheduled for the same space and day will have 30 minute “blocks” between them for set-up and clean-up.

No event shall interfere with, impede or disrupt the operations of Town Hall or pose any risk to the safety of Town Hall patrons and staff. Participants are subject to all Town Hall policies and regulations, including but not limited to its Rules of Conduct. Room capacity, as determined by the Fire Marshall, must be observed at all times.

A Group reserving a meeting room assumes full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act. If accommodations are needed, please contact the Town Manager’s Office no later than 10 business days from the scheduled Event.

The Town of St. Albans charges for the use of meeting rooms. All fees are due and payable in full at least one week in advance of the scheduled event. Meeting room reservations are considered tentative until paid in full. If full payment is not received within that period, use of the space may be cancelled. If cancellation occurs within 5 days of the scheduled event, all fees paid shall be forfeited. Checks should be made payable to: **Town of St. Albans**. Please refer to the fee schedule on the rental form or at the end of this policy for rental fees. Any organization that is a “no-show” for two scheduled meetings may have its meeting room privileges revoked or suspended.

The Town of St. Albans reserves the right to cancel any event due to inclement weather, building emergencies, or other extenuating circumstances. In such case, the Town of St. Albans will make reasonable efforts to notify the group’s formal representative, who should nevertheless

call the Town Hall for a recorded message or access its website for further information. The Town Hall will endeavor to reschedule the event on a mutually agreed date, and failing that, all fees will be returned.

Indemnification and Limitations

The Town of St. Albans assumes no liability for a group or its participants in connection with use of a meeting room, or theft or damage to vehicles or personal property while on the Town Hall premises. The Town of St. Albans is not responsible for equipment, clothing, or other items left on its premises at the close of an event.

The group agrees to indemnify and hold harmless the Town of St. Albans its officers, directors, managers, and employees and each of their successors and assigns, from any claims, action, liability, loss, damage or suit, arising from or related to the use of the Town Hall meeting rooms. In the event of an asserted claim, the Town of St. Albans shall provide the group with timely written notice of same, and thereafter the group shall at its own expense defend, protect, and hold harmless the Town of St. Albans against said claim or any loss, liability, cost or expense thereunder.

A group is responsible for paying for any breakage, or damage to Town Hall property, or any inordinate amount of cleaning resulting from the use of the meeting room. The meeting room is to be left in the same condition as it was found. Any rental supplies, linens, décor, refuse, or the like must be removed at the conclusion of the event. Nothing is to be attached to any walls, doors or ceilings. All waste should be disposed of in the receptacles provided. Additional bins can be provided upon request.

A \$50 cleaning fee is mandatory for events where food or beverages are served. Additional fees may be charged if a meeting room is not left in the same condition as it was found.

Open flames and candles, smoking and vaping, and consumption of marijuana are prohibited on Town Hall property.

A Group may not use the name, address, or telephone number of the Town Hall as the official address or permanent meeting place.

Once a meeting room is reserved, a group is not permitted to allow a third party to use the space in its place.

Use of a meeting room will be denied to anyone providing false, misleading, or incomplete information on an application.

The Town Hall is unable to provide storage for any group. All items used for the event must be brought in during set up and be removed immediately following the event. A group's formal representative must be present to accept delivery ahead of time for items needed by the group and must take responsibility for their removal afterward.

The group or presenter, not the Town of St. Albans, is responsible for obtaining all rights and clearances regarding copying, display, or distribution of materials for the event.

Authorization for use of a meeting room does not include use of Town Hall staff other than to provide access to the facility and to determine that the room arrangement and equipment

requested are provided as agreed upon at the time of booking. Any additional demands on staff time relating to the scheduled event will result in the group being billed for this service.

Food and Drink

Food, including meals, and beverages may be served with prior approval, provided a group uses its own supplies and equipment and leaves the area in a clean and orderly condition.

Covered drinks and light snacks (finger foods not typically requiring cooking, heating, plates, or utensils to serve) are permitted in the Bella Maquam Room and Steamship Room, provided a group uses its own supplies and equipment and leaves the area in a clean and orderly condition.

Alcoholic beverages may be served in any meeting room with prior permission of the Town Manager.

Publicity and Promotional Materials

A group using a meeting room may not use advertising or publicity which implies that its event is sponsored, co-sponsored, endorsed, or approved by the Town of St. Albans, unless written permission to do so has been previously given by the Town Manager.

Any promotional materials related to the event must clearly indicate the name and contact information of the event’s sponsor or organizer. If the name and address of the Town Hall is used for directional purposes, advertising should indicate that the views do not represent that of the Town of St. Albans.

Fee Schedule

Group Size	Cost
< = 15 people	Free
16 – 25	\$25
26 – 50	\$50
50+	\$100

Town residents may rent meeting rooms free of charge for groups of up to 50 people. A refundable deposit of \$15 is due when making the reservation to cover the cost of key FOB replacement.