



# Town of Royalston

## Application to Use Town Facilities

### Terms and Conditions

1. This application must be submitted with required signatures **30 days** before the planned event, though that requirement may be waived for informal events.
2. The administrative assistant may approve this application or may refer it to the Select Board.
3. The indicated fees may be waived or increased by the Select Board.
4. The Select Board may also require a security deposit.
5. If you plan to serve alcohol, you must submit a separate application to the Select Board.
6. The Select Board may require you to show evidence of event insurance, naming the town of Royalston as an additional insured.
7. If you wish to use Town Hall, the administrative assistant will give you specific rules for this facility and, if necessary, decide to provide you with a key.
8. You and your group must leave the facility clean and orderly.
9. You and your group are responsible for any damage that occurs to the facility or to the area immediately around it.

Name of contact person: \_\_\_\_\_

Sponsoring organization, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Facility requested:**

Town Hall, dining room (\$75) \_\_\_\_\_ TH, dining room & kitchen (\$100) \_\_\_\_\_

TH, upper hall (\$75) \_\_\_\_\_ TH, both floors (\$125) \_\_\_\_\_

TH, both floors & kitchen (\$150) \_\_\_\_\_ TH, Grand Drape (\$25) \_\_\_\_\_

Town Common (\$75) \_\_\_\_\_ Bullock Park (\$125) \_\_\_\_\_

Bullock Park, pavilion only (\$75) \_\_\_\_\_ South Village common/Gazebo (\$75) \_\_\_\_\_

Other \_\_\_\_\_

Event planned \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Date of Setup: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Take-down Time: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

**The Requestor must obtain the required signatures below BEFORE submitting this form for approval. If signatures are not supplied the request will be denied. An actual signature or an email acceptance response is sufficient to submit. Submit signature request via Town Website.**

**Board of Health**

**If there is food being sold and or prepped? If YES signature required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Inspector**

**Will anything be built or erected for the event (e.g. Tent)? If YES signature required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DPW**

**Will construction changes to building or grounds be required? If YES signature required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department**

**Will there be open flame or gas being used? If YES signature required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department**

**Will there be over 50 attendees or will traffic control be requested? If YES signature required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acceptance of terms:**

By signing below, the applicant accepts responsibility for complying with all the terms and conditions in this agreement and, if applicable, with the rules for using Town Hall.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application is approved \_\_\_\_\_ rejected \_\_\_\_\_

Fee: \_\_\_\_\_ Security deposit: \_\_\_\_\_

Signature, Select Board Chair or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Comments or conditions:

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## **RULES FOR USE OF ROYALSTON TOWN HALL**

**1.** Ensure that people attending your event do not park on either side of Memorial Circle in front of town hall.

Parking cones are available; check with the administrative assistant if you want to use them.

**2.** Do not put nails, screws or staples into any wall or floor without specific prior approval of the Select Board.

**3.** If set-up materials must be left for a time before or after an event, leave them neatly on one side, cover with a tarp or other material and set cones or another barrier around them. (The purpose of this rule is to ensure that others can use the room.)

**4.** Sweep floors and tie up trash.

**5.** If you open the windows, close them before you leave.

**6.** If you use the stove, be sure stove burners and ovens are turned off all the way.

**7.** Close upstairs hall doors.

**8.** Leave the tables and chairs in an orderly fashion.

**a.** Upstairs –

**i.** Return all chairs to the left side of the stage storage area.

**ii.** Return any tables brought up from the dining hall back down to where you found them.

**b.** Downstairs –

**i.** Arrange five tables on the back wall with four chairs on each side.

**ii.** Leave two tables along the side wall next to the office, no chairs.

**iii.** Stack extra tables at the end of the hall.

**iv.** Stack all other chairs next to the storage closet at the end.

**9.** Turn off all lights in the rest rooms and halls.

**10.** The person who signs this form should check everything before leaving. If there are minor problems, report them to the administrative assistant as soon as possible. If there is a serious problem, call Custodian Kyle Wetherby (413-559-8392) or DPW Superintendent Jaret Thiem (508-331- 3059). In an emergency, call 911.

**11.** You and your group are responsible for any damage that occurs to the premises or their contents.

## **ADDITIONAL RULES FOR USE OF SECOND FLOOR**

**Important note:** Use of the Grand Drape\* requires specific approval by the Select Board for a specific event. The Board will authorize the administrative assistant to lend the key to one of the approved operators. They are Stephen Chase, Phillip Leger, Gordon Morrison, Jaret Thiem, and Gary Winitzer.

**\*\*\*The additional rules listed here are intended to protect the hall and the Grand Drape. \*\*\***

1. Do ***not*** scrape boxes, furniture, sets, or other objects across the floor of the hall.
2. Do ***not*** use rice, confetti, glitter, bubbles, silly string, or similar items anywhere in the hall or on the stage.
3. Do ***not*** use open flames, candles or pyrotechnical or smoke/fog devices anywhere in the hall or on the stage.
4. Do ***not*** construct sets on the stage, nor use saws or any other tools that could cause damage, dust, or extreme odors.
5. Do ***not*** do any painting on the stage, and do not use spray paints within 25 feet of the Grand Drape.
6. Do ***not*** touch the Grand Drape without wearing clean examination gloves.
7. Do ***not*** tape, pin, hang or attach anything to the Grand Drape or to the pipes, tubes, cables, ropes and hardware used to operate it.
8. Do ***not*** staple, nail, screw, or otherwise attach anything to the frame of the stage opening or to the wall or floor within two feet of the opening.
9. Do ***not*** go under, through or around the Grand Drape while it is lowered.

***Name of person responsible for this use:*** \_\_\_\_\_

***Event:*** \_\_\_\_\_ ***Event date and time:*** \_\_\_\_\_

**\*I have received a copy of these rules and agree to abide by them.**

***Signature:*** \_\_\_\_\_

**\*Historical note: Royalston's Town Hall Grand Drape was painted by the O.L. Story Scenic Company, probably in 1910. This curtain was unique because it was raised and lowered in an accordion instead of on a roll. The drape was cleaned and repaired in 2014 by Curtains without Borders and rehung as a roll- drop curtain with rigging installed by Gary Winitzer, Steven Chase, and Gordon Morrison.**