CITY OF HALLOWELL

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CITY COUNCIL
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POLICY 2015-01
CITY HALL AUDITORIUM
RENTAL AND USE POLICY

PREFACE

Taxpayers of the City of Hallowell have invested considerable funds in the restoration of Hallowell City Hall.

City Hall belongs to the citizens of Hallowell and they should be able to enjoy the Auditorium and Council Room facilities for meetings, performances and private gatherings. The Hallowell City Council encourages use of these facilities to their fullest extent possible and to as many citizens and organizations that desire to use them.

The rental and use policy adopted by the City Council reflects a desire to promote an open public facility supported by tax dollars compromised by the need to improve, better equip, and maintain the facility to sustain the restoration effort for as long as possible under increased use pressure.

RENTAL FEES

Fee Schedule (*Auditorium)*	Morning	Afternoon	Evening	All Day
1. Hallowell Organizations / Businesses/Individuals				
A. Businesses/Fee Events	$ 70.00	$70.00	$100.00	$175.00
B. Non-Profits/Individuals (with a copy of 501(C)(3))	$ 40.00	$ 40.00	$40.00	$80.00
C. City of Hallowell and RSU 2 Meetings - No Charge				
2. Non-Local Organizations /Businesses/Individuals				
A. Businesses/Fee Events	$100.00	$100.00	$150.00	$ 250.00
B. Non-Profits/Individuals (with a copy of 501 (C) (3))	$ 60.00	$ 60.00	$ 100.00	$ 150.00

3. Other Meeting Space

- The City Council Chambers or first floor assembly area may be scheduled at no cost for meetings of four (4) hours or less. Fees for meetings longer than four hours will be determined by the City Manager.

SECURITY DEPOSIT/POLICE SERVICES/CLEANUP

1. A refundable, security deposit of $200 will be charged for any event with dancing and/or alcohol.

2. Renter may choose to clean up at no charge. However, Auditorium must be cleaned to the satisfaction of the City Manager or a charge of $80 will be billed to the renter.

3. In addition to the above fees, and if required by the City or requested by the renter, special duty Hallowell Police services will be provided at a cost of $40 per hour with a minimum charge of $160 for four (4) hours.

4. All users shall be mindful that the Auditorium and City Council Chambers are "restored" facilities, which require greater care and expense to maintain than other public facilities.

5. The phrase "normal wear and tear" shall be elevated to a level of "leave no trace" after a group's scheduled use of the facility. The City Council desires to prevent misuse of public property from the stigma that "property owned by all is owned by none".

6. The facilities can only be enjoyed by the maximum number of citizens possible if the philosophy of "leave no trace" is adhered to. Each user should be able to enjoy the facility on an equal basis as any other user.

LIMITATIONS

1. No pyrotechnics, candles, fire making devices (wood stoves, propane stoves, propane heaters, pipes, cigarettes, cigars, matches, lighters or any devices capable of producing heat or fire) are permitted in the Auditorium for any event. Exceptions: Candles for birthday cakes and catering warming devices are permitted.

2. There will be no nails, screws, tacks, staples, tape or any other type of damaging devices inserted into or placed upon any painted walls, windows, window casing window woodwork, window trim, ceiling, ceiling lights, wall lights, door frames, door trim, door woodwork, chair rails, wainscot, base molding, stairs handrail, stage wainscot, balcony woodwork or Auditorium floor. Exception: stage thrust gray painted floor.

3. Glitter may only be used as part of stage productions. (Amended by Council 11-9-15)

4. Occupancy numbers are as follows:
   - Auditorium floor unfixed seating = 125
   - Auditorium floor standing room only = 226
   - Auditorium floor cabaret = 96
   - Balcony unfixed seating = 34
   - Stage Area standing room only = 30

5. The Auditorium can only be scheduled up to six (6) months in advance. Exceptions: Weddings and Commitment Ceremonies.

6. The Auditorium is not officially scheduled until a contract for rental or use of the Auditorium is completed and signed by the City and renter and a deposit of 50% of the rental fee is paid. Initial telephone schedule is accepted as tentative. However, if the contract is not completed, signed and deposit paid within seven (7) days, then the scheduled event is removed from the schedule.

7. Payment of the balance of the fees in full is required by thirty (30) days prior to the scheduled event.

8. If the renter cancels an event and the City is notified at least thirty (30) days prior to the event, all fees and deposits paid to the City will be refunded to the renter.

9. If the renter cancels an event within thirty (30) days of the scheduled event, all fees and deposits paid to the City will be retained by the City.

10. If the City cancels an event scheduled in the Auditorium, then the City will refund all fees paid by the renter.

11. Events that use running and jumping in the event are not permitted on the Auditorium floor. This is to prevent damage to the plaster on the ceilings below the Auditorium floor. Stage choreography is permitted.

12. The Auditorium will not be scheduled at the following times:

    - First Monday after the first Tuesday of each month due to City Council Meetings.

    - Third Wednesday of each month due to the Planning Board Meeting.

    - First business day in January for the Inauguration of new Mayor and Councilors.

    - Any Election Day.

12. Smoking is prohibited in the City Hall Building and on all City property outside the building.

13. The opening of, or tampering with, electrical boxes or electrical wires is not permitted.

14. All material and equipment brought into the City Hall Building for the event scheduled in the Auditorium will be removed from the City Hall Building within twenty-four (24) hours of the conclusion of the event. If the next event is scheduled before the 24-hours is up, then removal must occur by two (2) hours prior to the next scheduled event. The City is not responsible for any loss or damage of items left in the City Hall Building. Any items left in the City Hall Building are at the renter's risk.

15. The aisles, passageways to doors and fire escapes will be kept clear and unobstructed at all times.

16. Liquor, beer, wine in any variation is not permitted in the City Hall Auditorium or in any other parts of the City Hall Building unless a licensed caterer with an off-premises State liquor license is used. Proof of license must be provided to the City Manager.

ENFORCEMENTS

1. The Code Enforcement Officer will enforce all code related items as a result of this policy according to the City of Hallowell Code of Ordinances.

2. The City Manager will enforce all other aspects of this policy.

SCHEDULING

The City Clerk of the City of Hallowell shall have and maintain a calendar which shall contain dates of meetings and events scheduled in the City Hall and Auditorium. The City Clerk is the only official authorized to schedule events in City Hall. If the City Clerk is not present for five days or more, then the City Manager may schedule events. The City Manager will adjudicate all scheduling conflicts.

APPROVED DATE: April 13, 2015 - Amended November 9, 2015

EFFECTIVE DATE: April 14, 2015 – November 10, 2015

This Policy 2015-01supersedes all previous written or verbal policies for City Hall.

By The City Council of the City of Hallowell