

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis, ME 04042
Phone: (207) 929-8552 Fax: (207) 929-3686
Web Address: www.hollismaine.org

David McCubrey

Rita Perron

John Rogala

POLICY #3

USE OF MUNICIPAL FACILITIES

1. General Procedures

- A. Municipal Activities shall take precedence over all others in the use of the facilities.
- B. No group or individual use will be allowed in the Municipal Fire Stations.
- C. Groups or individuals requesting use of Municipal facilities shall complete an "Application for Use of Municipal Buildings/Grounds." The Select Board must then approve all requests.
- D. There are no For-Profit Groups allowed to use Municipal Facilities.
- E. Non-Profit Groups using Town Facilities will need to sign "Facilities Use Agreement" and show that they have insurance.
- F. Non-Profit Groups using the Community Building will be able to use the Community Building during the time that the building is open.
- G. Only Hollis residents may reserve the facilities.

2. Building Use Rules

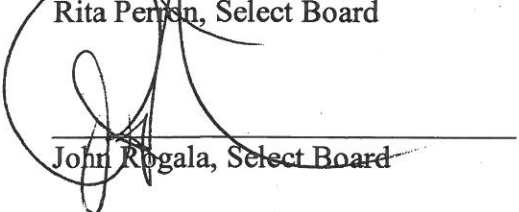
- A. Smoking is prohibited in all Municipal Buildings.
- B. Alcoholic beverages and/or other drugs shall not be possessed or consumed on Town property.
- C. The applicant is held responsible for the preservation of order.
- D. The facilities used by the applicant will be examined carefully before and after use, and the applicant agrees to promptly make good any loss or damage occurring during the applicant's use of said facilities.
- E. The right to revoke any building use at any time is reserved by the Select Board.
- F. Premises are made available with the understanding that tipping of custodians or other municipal personnel is not permitted.
- G. When the using group finds it necessary to make any arrangements for an event, they are to do this by contacting the Select Board's Administrative Assistant for availability and cost.
- H. No decorations shall be attached to the interior or exterior of the building without prior permission and direction from the Select Board. (USE OF SCOTCH TAPE & TACKS IS FORBIDDEN.)

- I. Any equipment, pictures, posters, etc. that may be in the buildings shall not be removed or rearranged without prior permission of the Select Board.
- J. There shall be no tampering or changes of any electrical outlet, fixture, etc.
- K. Keys will not be provided to any group member or individual that is not an employee of the Town of Hollis.
- L. Adult supervision is required at all times.
- M. The facility is to be left in the condition it is found. Tables should be wiped down, floors swept, bathrooms picked up.
- N. All trash and recycling should be removed from the premises.

Adopted: January 1, 2013
Amended: November 22, 2016
Amended: June 5, 2019


David McCubrey, Select Board Chair


Rita Perren, Select Board


John Rogala, Select Board

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APPLICATION FOR USE OF MUNICIPAL BUILDINGS/GROUNDS

Date(s) of Use: _____ Estimated Attendance: _____

Facility Requested: _____

Anticipated time of function: _____ a.m./p.m. to _____ a.m./p.m.

Open doors at: _____ Close doors at: _____

Name of Non-Profit Organization and Hollis resident:

Address: _____

Telephone: _____

Describe Activity to Take Place: _____

IRS Certification? **Yes** **No** IRS Cert. #: _____
(If YES, please attach)

Insurance Liability Certificate? **Yes** **No** If YES, please attach.

Alcohol is not permitted. The kitchen cannot be used.

All facilities are expected to be left as they were found. Trash should be removed and taken from the premises. If damage occurs, please report it to the Select Board. Any damages incurred will be charged to the User. The Town of Hollis reserves the right to cancel any event due to potential health, safety, or property damage risk.

I have read, signed and agree to the "FACILITIES USE AGREEMENT" on the reverse side of this application.

Signature of Applicant **Printed Name of Applicant** **Date**

Select Board Approval: _____

Date: _____

FACILITIES USE AGREEMENT

1. Smoking shall not be permitted in the Community Building.
2. Alcoholic beverages shall not be permitted.
3. The applicant is held responsible for the preservation of order. The Select Board may require the presence of a Police Officer for any activity they deem appropriate. Payment of the officers shall be the responsibility of the User and is in addition to any municipal fee.
4. The facility used by the applicant will be examined after use. The applicant agrees to pay for cleaning or damages occurring during the use of the facility or if the facility is not left in the condition it was found.
5. The right to revoke any building or property use at any time is reserved by the Select Board.
6. Premises are made available with the understanding that tipping of municipal personnel is not permitted.
7. No decorations shall be attached to the building without prior permission and direction from the Select Board (use of tacks or scotch tape is not allowed).
8. Any equipment, pictures, posters, etc. that may be in the building shall not be removed or rearranged without prior permission of the Select Board.
9. There shall be no tampering or changes of any electrical outlet, fixtures, etc.
10. Using groups/individuals must remove all personal trash and/or recycling at the time of use.
11. Keys are not provided unless user is a Town employee.
12. Adult supervision of all minor children is required.
13. The facility is to be left in the condition it is found. Tables should be wiped down, floors swept, rooms picked up.
14. If user need to contact the Town on the day of use, call 207-929-8552.

Signature of Applicant

Printed Name of Applicant

Date