

# Town of Freedom TOWN HALL USE POLICY

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## TOWN HALL LOCATION

16 Elm Street  
Freedom, NH 03836

## I. INTENT

It is the intent of the Board of Selectmen that the Freedom Town Hall be used for town municipal purposes, and that it also be well-used by non-profit community organizations, individuals, and any appropriate community or private event. All users of the building are expected to treat the historic building with the respect that it deserves.

## II. PRIORITY OF USE

The meetings of Town Boards and Committees, as well as the annual Town Meeting and all election days, shall take priority over all building use or scheduled events. The Town Hall will be closed for all holidays except for scheduled special events.

## III. INSURANCE REQUIREMENTS

Any out-of-town users, including non-profit, shall provide a Certificate of Liability Insurance (\$1,000,000 in coverage per occurrence) with the Town of Freedom, its officials, agents, volunteers and employees named as an additional insured on the general liability insurance coverage on a primary and noncontributory basis, to the Town prior to use of the facility. Insurance requirement may also apply to special events, as may be deemed necessary by Town Hall Custodian.

## IV. RESERVATION PROCEDURE

Groups or persons wishing to reserve the Town Hall may do so by contacting the Town Hall Custodian. All use will be scheduled on a first come, first serve basis. Out-of-town groups/persons will be charged a \$250.00 one-time use fee, or groups/persons using the Town Hall on a weekly basis will be charged \$25.00 per week. Non-profit groups and Freedom residents are exempt from these charges/fees. Reservations must be made 48-hours in advance by contacting the Town Hall Custodian. All Town Hall users must meet with the Town Hall Custodian and sign a Town Hall User/Waiver of Liability Consent Form (Appendix A) before any planned events take place.

## V. TOWN HALL USER'S RESPONSIBILITIES

All groups/persons using the Freedom Town Hall are expected to leave the building as clean, or cleaner, than they found it. All users of the Town Hall are expected to perform the following:

1. All tables and chairs cleaned and returned to their proper storage area.
2. Sinks, ovens, stoves, and counters cleaned.
3. Water at all sinks turned off (not dripping).

4. Stove burners and ovens turned off.
5. All floors swept and washed as needed.
6. Decorations removed, tape and strings removed.
7. Heat - turned back to 60 degrees when leaving. When building in use, not set above 70 degrees.
8. Bathrooms: All faucets turned off, toilets flushed and not running.
9. All lights and fans turned off.
10. All doors and windows closed.
11. Notify the Town Hall Custodian or Town Office in writing of any problems, deficiencies or breakage.
12. Upon arriving or leaving the Town Hall, check steps, ramps, and walkways for ice. Spread salt/sand from the front vestibule bin as necessary.

#### **VI. ALCOHOL AND TOBACCO USE**

Alcohol and tobacco use is prohibited in the Freedom Town Hall at all times.

#### **VII. DAMAGE EXPENSES**

If your use of the Town Hall results in an unusual expense/damage, a contribution towards a complete repair is expected.

Failure to adhere to this policy could result in the loss of future use of the Town Hall.

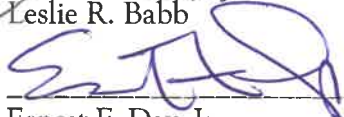
#### **VIII. POLICY ORIGINATION & HISTORY**

Adopted: May 19, 2003

Amended: August 17, 2009, May 21, 2012, July 13, 2015, July 26, 2021

BOARD OF SELECTMEN

  
\_\_\_\_\_  
Leslie R. Babb

  
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Ernest F. Day, Jr.

  
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Melissa M. Florio