Memorial Hall Use Application

NOTE: No request for a reservation of Memorial Hall is complete until a completed, signed original of this form is actually received by the office of the Board of Selectmen. Please make a copy of this form for your files before submitting it.

1. Name of Organization: The full name of the organization, which seeks to use Memorial Hall

_____

2. Address of Organization: The organization's principal place of business

_____

_____

Phone No. _____ **Email** _____

3. Type of Event: _____

_____

4. Date and Time of Booking: The organization desires to reserve Memorial Hall for the following time(s) and date(s) and estimates the number of people who will be attending as follows:

Date	Start Time	End Time	# Expected

5. Official Contact Person: In the event the Town of Monson or its agent needs to contact the organization, the following person will be the official contact:

Name _____ **Phone No.** _____

Address _____

6. Type of Organization making the Request:

_____ Monson government body or School Dept.

_____ 501C3 non-profit corporation

_____ Other (please describe) _____

Signature _____ **Date** _____

INDEMNIFICATION and HOLD HARMLESS AGREEMENT

Premises: Memorial Hall
198 Main Street
Monson, MA 01057

Owner: Town of Monson, Massachusetts

Applicant: _____

Re: Memorial Hall
Facility Usage

It is hereby agreed that the undersigned Applicant shall be permitted to utilize the facility known as Memorial Hall located at 198 Main Street, Monson, MA (the "Premises") for the specific purpose and dates set forth as follows:

Purpose: _____

Dates of Usage: _____

The undersigned shall take proper precautions and responsibility at the Premises and shall bear the cost of losses and damages resulting to the Premises or to persons within the Premises while occupying same, and further agrees that the Owner shall not be liable for said loss to persons or property while within the Premises.

It is specifically understood that the Owner shall not be liable to the Applicant, its agents, servants, employees, licensees or invitees within the Premises for any personal injury received by them; and the Applicant further agrees to indemnify the Owner and save the Owner harmless from any loss, cost, damage or expense arising from any claim, demand, action, or suit of the Applicant, its agents, servants, employees, licensees, invitees or any third party as a result of the Applicant's usage of the Premises. It is specifically understood

that the Applicant is responsible for any damage to the Premises or any damage to its property as a result of the aforementioned usage.

The Applicant shall carry both general liability insurance and property/casualty insurance covering the use of the Premises and its personal property.

In the event the Owner is required to initiate litigation in order to obtain indemnification from the Applicant for any and all claims, costs, damages or expenses incurred by the Owner arising from the usage rendered by the Applicant, the Owner shall be entitled to reimbursement by the Applicant of any and all costs and expenses incurred by the Owner, including reasonable attorneys' fees.

EXECUTED as a sealed instrument this _____ day of _____, 20____.

APPLICANT

_____ _____

Witness

TOWN OF MONSON

_____ By:_____

Witness

Memorial Hall Use Policy

Introduction

The Monson Memorial Hall is a treasured Town resource that has served as a meeting and gathering place for many civic and cultural events sponsored by various groups in town since it was dedicated and opened for public use in 1885. In May of 1984, Memorial Hall was listed on the National Register of Historic Places, recognizing the building's fine architecture and historical significance and preserving its heritage for the citizens of Monson.

Purpose

The Monson Board of Selectmen allows the use of the auditorium for civic, educational, philanthropic, and recreational purposes having a substantial benefit to the Monson community. Use of the auditorium for private entrepreneurial or commercial purposes is not encouraged and approved only when other community benefits can be supported by the proposed use. In allocating the use of the auditorium, the Monson Board of Selectmen shall not discriminate on the basis of the political or religious beliefs of the applicant groups, or on any other constitutionally or statutorily prohibited basis. However, the provision of the auditorium space must always be subordinate to the paramount need to preserve and protect the historical and physical integrity of the building. No use of the auditorium will be allowed that is likely to result in or risk physical damage to the building or its contents.

Procedure

A Memorial Hall Use Application must be completed, signed and returned to the Selectmen's Office no later than thirty (30) business days prior to the date of the event. Availability of the building for use will be shown on the Memorial Hall Use Calendar located on the Town's website. The following must also be submitted with the application:

- If food and/or drinks are to be offered, a narrative describing those provisions.
- A signed Indemnification and Hold Harmless Agreement.
- Certificate of Insurance for a value of at least $1 million naming the Board of Selectmen as an additional insured and covering potential damage to Memorial Hall.

Scheduling of Memorial Hall is at the sole discretion of the Monson Board of Selectmen. At a regularly scheduled Selectmen's Meeting the Monson Board of Selectmen will review the application and either:

A. Approve the request as submitted
B. Conditionally approve the request
C. Disapprove the request

The Selectmen's Office shall then notify the applicant of the decision of the Board of Selectmen.

Qualified users of the building include:

- Official municipal bodies and boards (exempt from application fee),
- Monson School Department bodies (exempt from application fee),
- 501C3 certified not-for-profit organizations,
- Private users at the discretion of the Board of Selectmen

Accepted uses of the building include but are not limited to:

- Cultural and arts events
- Public voting
- Educational programs and lectures
- Movies
- Community classes and workshops
- Musical shows and live performances
- Meetings or gatherings
- Private functions

Terms of Use

- Building must be returned in the same condition as when accepted by the applicant.
- Nothing will be affixed to the walls, ceiling or floor including tape, tacks, screws, nails or other fasteners. Blue painter's tape is allowed.
- No additional construction, wiring, plumbing in the building.
- There will be no painting and or marking of any of the surfaces in the building.
- Floor coverings must be used if any work activities that occur inside the building in order to prevent any damage to the floors.
- No open flames of any kind or pyrotechnics are allowed.
- All uses of Memorial Hall shall be open to the public and no one shall be excluded from attendance except in order to comply with the occupancy limit applicable to the area in question.
- No more than 250 occupants are allowed in the building at any one time.
- No public use of the balcony area. No more than two staff people over the age of eighteen (18) at one time are allowed onto the balcony.
- No use of the basement area for any reason.
- No public use of the second floor area.
- No smoking inside the building or within 25 feet of outside the building.
- No consumption of alcoholic beverages without proper licensing.
- No food is to be left on the premises. There are no kitchen facilities in Memorial Hall for use.
- Temporary Food permit from the Board of Health, if providing concessions
- No debris shall be left inside the building or on the grounds.
- The use of the building will only during the operating hours of 6 a.m. – 11 p.m.

- There will be no parking on the brick driveway in front of the building.
- There is NO PARKING for any purpose in the fire lanes in the driveway and in the parking lot at the rear of the building.
- Thermostats are only to be adjusted by the Town's Facilities Coordinator.

Fee Structure

NO FEE	Town appointed or elected committees, lessees and town sponsored organizations, including but not limited to Parks and Recreation, Schools, Monson Free Library, Historical Commission, etc.
$50/day	Monson certified 501(C)3 non-profit organizations and other non-profit locally recognized groups for events lasting three to five hours during operating hours.
$100/day	Private users for events lasting three to five hours during operating hours.

Keys and Access

The Official Contact person of the organization will need to sign out a numbered key in the Selectmen's Office, up to 24 hours prior to the event. The numbered key must be returned and signed in within 24 hours after the event. Access to the building at other times will need to be coordinated through the Selectmen's Office. Failure to return a key will result in loss of future use of Memorial Hall.