



## Procedure to Reserve Town Meeting Space

### Town Hall Rentals

1. Check the Town Calendar to see if the times and places of your desired event or meeting are available.
2. Contact the Selectboard Office by either email or telephone to request a time and space. Email is preferred and should be sent to [selectboard@townofconway.com](mailto:selectboard@townofconway.com). The office number is (413) 369-4235 extension #3. This office will then send a form via email to you outlining rental costs, policies and a form to fill out and sign. You can download this form by clicking [here](#).
3. You should then bring in to this office with this form and a check to cover your costs, at which time you will temporarily be given a key\* to the Town Hall.
4. Once payment is made, your event or meeting will be posted on the Town Web Page Calendar.
5. Renters will be allowed one (1) week from the date of their event to return their key and receive their key deposit. Otherwise said deposit will be retained by the Town as a donation, and the renter will be held responsible for any damages to the Town Hall thereafter.

### Committee / Other Meeting Space

1. Check the Town Calendar to see if the times and places of your desired event or meeting are available.
2. Contact the Selectboard Office by either email or telephone to request a time and space. Email is preferred and should be sent to [selectboard@townofconway.com](mailto:selectboard@townofconway.com). The office number is (413) 369-4235 extension #3.
3. If you don't have a key\* to either office building in question, you may stop by the Selectboard Office to borrow one.
4. Your event or meeting will then be posted on the Town Web Page Calendar.

**\*Note: Keys are distributed strictly on a temporary basis. All persons given a key will be held responsible for its safekeeping and return. You will not be authorized to share your key with anyone else and it is illegal to make copies.**

**Conway Town Hall Use, Rental and Fee Policy**  
**Adopted April 22, 2002 (amended 3/2012)**

I. The Conway Board of Selectmen shall reserve the right to waive any of the following requirements in the interest of public good or when deemed appropriate. Activities which do not serve the public good of a free and democratic society may be disallowed.

II. For the purposes of this document the following definitions will apply:

A. Commercial Use: a) Any use that has financial profit as its primary aim. b) Any use that charges participants an admission or fee by individual occurrence or contract. c) any use by a business or private individual selling a good or service.

B. Private Function: Any function which is not open to the general public regardless of admission or fee.

C. Public Function: Any function which is open to the general public regardless of admission or fee.

III. All uses and events must be scheduled through the office of the Board of Selectmen. If users are not scheduled and a conflict shall arise, scheduled users shall take precedence. Unscheduled/unauthorized users may be asked to leave at any time.

IV. At no time shall rental of the Town Hall conflict or interfere with previously scheduled Town of Conway governmental functions. Should a conflict develop and rescheduling occur, the activity scheduled first for a particular day, time and room shall take precedence. (No bumping)

V. No Conway governmental bodies, nor Conway non-profit public service organizations be charged a fee/deposit in the conduct of any regular meeting open to the public.

VI. No smoking will be allowed in any area of the Town Hall.

VII. Alcoholic Beverages: May be served if the following conditions are met:

A. A one day liquor license is required through the Selectmen's office as per Massachusetts General Law. A minimum of two weeks notice is required by the Selectmen's office to process.

B. Insurance is *mandatory* and is the responsibility of the renter. It may be provided through a caterer, homeowner's insurance, host or a one-day policy. It must be in the amount of \$3,000,000 with the Town of Conway listed as one of the insured. Proof of insurance must be provided at the time of the Liquor License application and/or a copy must be on file with the Selectmen's Office 48 hours before the event.

C. The renter must hire a police officer to be on duty during the entire time alcohol is being consumed on the premises.

VIII. Renters will be liable to pay for any damages incurred due to improper use of the Town Hall or equipment. Renters are responsible for the actions and behavior of their guests/participants and will be held liable.

IX. All renters/users must be 21 years of age or older, or be sponsored by a Conway resident 21 years of age or older. Any renter/ user permitting access or use of the property while no one 21 years of age or older is present will be held fully liable for any damage or injury that may occur to property or people in their absence; and violation may result in the loss of opportunity to use/rent the Town Hall in the future.

X. All renters are responsible for their own trash removal – if trash is not removed the entire damage/cleaning deposit may be forfeited.

XI. All users are responsible for locking the building and turning off the lights.

XII. All users/renters who do not return the key within one week after their use of the Hall will forfeit their key deposit.

XIII. Deposits shall be refunded following inspection and/or clean up of Town Hall. Renters will be billed at the rate of \$15 / hour for time spent over and above the damage deposit cleaning or for repairing damage.

XIV. Heating Costs: All persons using Town facilities are responsible for making sure that every effort is made to keep heating costs at a minimum. All groups, individuals and Town staff using offices or other spaces may not change settings on any temperature controls, leave windows open or otherwise manipulate the indoor environment of Town Buildings. If temperature controls are changed or windows are left open, deposits may be forfeited as payment to cover the extra heating costs.

XV. All fees and deposits shall be paid in advance of the date of use.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Function \_\_\_\_\_ Time of Function \_\_\_\_\_

Room(s) Reserved \_\_\_\_\_ Rate of Rental \_\_\_\_\_

Total Rental Fee \_\_\_\_\_

Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_

Deposit Returned \_\_\_\_\_ Date \_\_\_\_\_

If Serving Alcohol:

Certificate of Insurance Received? \_\_\_\_\_ Date \_\_\_\_\_ Filed \_\_\_\_\_

License Approved Date \_\_\_\_\_ Fee \$ \_\_\_\_\_

***I have read and understand the above conditions pertaining to the use of the Town Hall.***

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



## TOWN RENTAL RATES and policies

### Town Hall rooms

Rates Category	Room	Rate	Deposit
Resident/nonprofit Public function	Gym General purpose room Kitchen	No fee No fee No fee	\$25.00 \$15.00 \$10.00
Resident/nonprofit Private function	Gym General purpose room Kitchen	\$10/hr \$10/hr \$15 flat fee	\$50.00 \$25.00 \$10.00
Resident Commercial Use	Gym General purpose room Kitchen	\$20/hr \$15/hr \$15/hr	\$50.00 \$25.00 \$25.00

### Equipment

Tables may be rented at \$8.00 per use

Chairs may be rented at \$0.99 per use

### Policies

KEY DEPOSIT – \$10; will be considered donation after one (1) week beyond date of rental.

Renters will be responsible for any damage to Town Hall if key is not returned.