

TOWN OF FERRISBURGH
POLICY ON USE OF COMMUNITY MEETING SPACE AND COMMUNITY CENTER ROOM

Purpose: This Town Policy is intended to welcome and encourage frequent community use of the available meeting space at the Town Offices and Community Center, and to acknowledge the donations and funding that brought this historic building back to life and helped make it accessible to all. All space is handicap accessible.

There are two public spaces available for reservation:

1. The small meeting room downstairs holds a maximum of 60 people but is more comfortable with far fewer. This space is best for small meetings. There is a screen in place, a large table and chairs.
 - Town Residents may reserve the downstairs meeting room free of charge, although a donation of \$25 to help with cleaning cost would be appreciated.
 - Out of Town reservation fee is \$25 an hour.

2. The large Community Center Room upstairs, holds a maximum of 210 people. This space works well for larger events, birthday parties, concerts, yoga classes, after school programs, weddings, fund raising events and similar functions.
 - Town residents may reserve the room at a fee of \$ 25.00 an hour. Not to include set or cleanup time.
 - Out of Town reservation fee is \$50 an hour. Not to include set or cleanup time.
 - If you are planning a large event, like a wedding or concert, the Town Clerk may require that you seek approval from the Selectboard, and she will provide you with a written application and Rental Agreement.

For all reservations, please contact the Town Clerk, or Assistant Town Clerk and sign a reservation form, and be sure that the date is added to the public Calendar which is maintained and administered by the Town Clerk.

If you reserve community space you are required to clean up after yourselves, and you will be liable for any damages associated with your use. If you wish to use the kitchen, please make sure that the Town Clerk knows that. All public spaces are smoke free.

The Town reserves the right to require proof of insurance liability coverage or a deposit for any use of the public space.

Alcohol may be permitted by the Selectboard for an event such as a wedding, with proof of liability insurance and all required state and caterer permits.

If you have any problems or suggestions on how we can improve the community space, please let us know right away.

We hope you enjoy this beautiful building.

Pam Cousino, Town Clerk

Red Muir, Chair Building Maintenance Committee

Clark Hinsdale, Chair Selectboard

Chris Campbell, Vice Chair Selectboard

Jim Benoit, Selectboard

Walter Reed, Selectboard

Jessica James, Selectboard