

## Old Surry Village School Committee

### Old Surry Village School Building Use Policy

#### **Permitted uses:**

Through generous donations and countless hours of volunteer labor, the Old Surry Village School has been restored as an historic, town-owned meeting place for public and private events in the heart of our Village. Permitted uses include (but are not limited to):

Educational lectures, slideshows, discussions or classes

Community meetings

Private events, such as baby or wedding showers, family reunions, receptions etc..

Non profit fundraisers.

#### **Usage suggested donation:**

Surry residents: Free

Non Surry residents: Full day \$75.00 Half day \$40.00 Hourly \$25.00

**Winter heat surcharge:** For all events: October 15 thru April 15 - Full day \$10.00

**Cleaning Fee:** All rentals require a cleaning fee of \$25.00 which will be returned if the building is left as clean as you found it.

**Security deposit:** All rentals require a security deposit of \$50.00 with your application which will be returned promptly if the facility is left in satisfactory condition. Please report any damages immediately.

**Reservations and cancellations:** Generally, reservations will be accepted on a first-come first-served basis. Reservations should be made a least one week in advance and be accompanied by all required forms and a \$50.00 deposit. All usage donations and deposits must be paid before start of event. There is no cancellation fee. However, timely notification of a change in your plans will be appreciated. Refunds will be mailed within 7 days after event has been cancelled. Availability, right to refuse service, rates, cleaning fees and security deposits are at the discretion of the Committee.

**Occupancy:** Per posted Surry Fire Dept. regulations. **NO SMOKING INSIDE THE BUILDING!**

**Publicity for events:** Must not include "materials that indicate or imply that a program is sponsored, co-sponsored or endorsed by the Town or the Committee."

**General Liability Insurance:** “The USER shall provide the Town with a Certificate of liability insurance naming the Town as an additional insured.” (from the Town of Surry guidelines)

**Set up and clean up:** Chairs, tables, and a non-commercial kitchen available. During winter, the building’s heat is set low for conservation and will be turned up one (1) hour before your event. Before you leave the building, please make sure that:

All garbage & refuse are removed.

Kitchen and any equipment used are clean and left where you found them.

Chairs and tables are folded and stored on rack in storage area.

Premises area vacuumed and swept to leave building as clean as you found it.

Lights turned off, doors locked, heat turned down to 48 degrees.

**Responsibility Waiver:** (from Town of Surry Guidelines)

1. The Town shall indemnify and hold harmless the USER from claims, suits, or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town, its officers, agents and employees from claims, suits or liabilities resulting from negligence of the USER.

2. “The USER shall hold harmless, indemnify and defend the Town against liabilities expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town’s employees, officers or agents related to its ownership of the premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8 101 et seq. or any other privileges or immunities as may be provided by law.”

For more information or to make a reservation, please contact the Town Office at 667-5912 or Glyneta Thomson, Chair of the Old Surry Village School Committee at 479-7044.

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Date \_\_\_\_\_

Received from \_\_\_\_\_, a donation in the amount of \$ \_\_\_\_\_

for use of the Old Village School.

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Signed

