Town of Somers Building Use Policy

Revised by the Board of Selectmen
On February 27, 2012
(Supersedes January 12, 2012 Revision)

Use of Town Owned Facilities

The Somers Board of Selectmen maintains responsibility for the operations of all Town Government assigned buildings. This document refers solely to a policy for Town-Owned facilities under the management and operations of Town Government. It is not intended for those facilities under the management of the Board of Education and the Library Board. Primary use of any Town facility is defined as "for activities and events sponsored by the Town of Somers". The Board favors the use of Town facilities for the benefit of the community as a whole by responsible civic and private organizations located within the Town of Somers. On exception, the Board may allow use of a Town facility from an outside organization represented by a responsible Somers resident when such activity benefits the community and when this activity does not interfere with Town programs or conflict with primary functions of the facility.

Users of Town property are expected to hold harmless and indemnify the Town for any liability arising out of the use of facilities by any group or organization and must provide evidence of insurance to fulfill the requirement.

Insurance Requirements for Groups or Organizations using Town Property

Commercial General Liability	$1,000,000 per occurrence for bodily injury/property damage
General Liability Conditions	Liability coverage must be written on form ISO form CG 00 01 or equivalent, and must include coverage for: • Liability from premises and operations. • Liability from actions of independent contractors. • liability from products/completed operations • liability assumed by contract • Liquor liability or host liquor liability as applicable. The Town of Somers and the Board of Education must be named as additional insured on user's CGL policy with form CG 20 11, or equivalent.
Automobile Liability	$1,000,000 per accident for bodily injury/property damage, covering all owned, hired & non-owned vehicles
Workers' Compensation	Statutory
Employers Liability	$500,000 each accident
Umbrella Liability	May be required depending on function.

Certificates of Insurance should include the following:

1. Designate the Town of Somers and the Board of Education, Town Hall, 600 Main Street,

P.O. Box 308 Somers, CT 06071 (the "Town") as certificate holder.

2. Provide that the Town shall be notified at least 30 days in advance of cancellation or change in coverage.
3. The Town of Somers and the Board of Education, its officers, officials, agents and employees must be named as an additional insured on the General Liability Policy, with the specific endorsement indicated.

Certificates must be current and show coverage is in force for the dates Town property will be used. If necessary, renewal certificates must be provided prior to the expiration of any policy. Insurance requirements must be met. Receipt of a non-compliant certificate, other documentation of insurance or policies by the Town or any of its representatives does NOT constitute a waiver of the obligation of the Group or Organization to fulfill the insurance requirements of the Town. Insurance requirements are subject to change without notice.

Organizations using the facilities shall designate a person in charge, in writing, who shall assume responsibility for the use of the facilities. This person will be held accountable for the organization's use of the facilities and for insuring that the facilities are returned in the same condition as received. The using organization will be held responsible for the repair or replacement of items broken, damaged, or lost during its use of the facilities.

The Board of Selectmen and its duly authorized representative acting through the Board of Selectmen shall be the sole judge as to the qualifications of any organization requesting use of a Town-owned facility. In addition, the duly authorized representative shall apply fees for facility use. The board also reserves the right to change or modify any rules regarding use of Town facilities without notice. Such changes when made will take effect from the date of the change and will not be retroactive. It also reserves the right to revoke the privilege if any board policy is violated. The Town reserves the right to revoke, cancel or postpone a room reservation without prior notice if deemed in the town's best interest or in the interest of public health and safety. The reservation of a town facility is not deemed a guarantee of space.

Priority Use of Buildings and Grounds:

Priority One: In all cases the needs of Town Government will have first priority. Town elected boards, appointed commissions, and advisory groups will be given preference when building calendars are developed. If a government function is cancelled, the rescheduling may occur on a date previously held by a non-government organization if in the opinion of the Board or it's duly appointed representative, no other dates are available for the Town function.

Priority Two: All Town related organizations such as Fire Department Auxiliary, Senior Club, Boy Scouts and Girl Scouts, etc.

Priority Three: All Town civic groups such as Lions' Club, Rotary Club, Women's Club, and any other group intended to serve the citizens of the Town of Somers.

Rental Charges: The Somers Board of Selectmen rental fees represent the costs associated with heating/cooling the facility, electricity, cleaning, and/or security. The charges do not

represent an attempt to derive a profit. Rental charges shall be applied as per administrative regulations.

Building Use Agreements: The Board of Selectmen may apply "a conditions for use" clause at their discretion. Written, signed agreements may apply.

FACILITY/PROPERTY IDENTIFICATION- PRIORITY USE

Somers Town Hall
Priority One: All boards, commissions, and advisory groups.
Priority Two: Town-related organizations
Priority Three: Town civic groups
Other: Upon agreement of Board of Selectmen or appointed representative

Piedmont Hall
Priority One: Somers Cultural Commission
Priority Two: all boards, commissions, and advisory groups
Priority Three: Town Civic Groups
Other: Upon agreement of Board of Selectmen or appointed representative; Exception: Room Rental available to a Somers resident upon collaboration between Cultural Commission and Board of Selectmen and subsequent BOS approval.

Kibbe Fuller Community Center
Priority One: All boards, commissions, and advisory groups
Priority Two: Somers recreation
Priority Three: Town Civic groups

Kibbe Fuller Gazebo
Priority One: Town Board/Commission and Recreation sponsored programs

Somers Senior Center
Priority One: Somers Agent for the Elderly, Somers Advisory Group, Town of Somers'-sponsored Senior Programs
Priority Two: Somers Senior Club

Somers Firehouse Meeting Room
Priority One: Somers Fire Department, Somers Volunteer Fire Department
Priority Two: Somers Fire Department Auxiliary

Somers Historical Society Museum
Priority One: Somers Historical Society

Somers Parks-Somers Field Buildings (includes Field Road Park Pavilion at Connor's Place Playground and Field Road Park Gazebo:
Priority One: Somers Recreation Sponsored programs

In accordance with previously established use policy established by Somers Recreation Commission.

Other:
The Board of Selectmen reserve the right to schedule events in all Town-operated facilities if a need arises and it deems the use appropriate.

COMMUNITY RELATIONS

The following rules apply:

1. Town Hall, Piedmont Hall and Kibbe Fuller Community Center buildings normal operating hours for meeting use are between 9 am and 4 pm. Evening meeting activity, including clean up will conclude no later than 10:30 p.m. Exception: Town of Somers sponsored activity. Written, signed agreements may apply.
2. In compliance with State Statutes, smoking is not permitted.
3. Alcoholic beverages are prohibited.
4. Room capacities as established by the Fire Marshall will be observed.
5. Applications for use by community groups will be accepted no sooner than 30 days prior to the event. Limits to number of times per year may be applied.
6. Minimum requirements for an application include: date, time, intended use of the space, anticipated number of people at the event, the length of the event, the purpose of the event, and the responsible party including contact information.
7. The responsibility to secure keys falls upon the applicant and must occur during routine business hours. (M, T, W - 8:30am to 4:30pm; Thurs 8:30am to 7pm; Fri 8:30am to 1:00pm). Keys must be returned promptly (next day of business) or a per diem fee will be assessed.
8. The Town reserves the right to revoke, cancel, or postpone a room reservation without prior notice in light of a greater Town need for the space, or if deemed in the Town's best interest or in the interest of the public health and safety. The reservation of a Town facility is not deemed a guarantee of space.
9. Rental Charges may apply. See attached Rental Fee Schedule for rates.
10. Evening use of field facilities may require field maintenance, cost of lighting, and safety officials are subject to users' fees and will be based on hourly rates as those in effect at the time of application.
11. The Board of Selectmen, or duly appointed representative shall determine the application of rental fees for all user groups. Rental fees do not apply to Somers Town Government, Somers Town Boards and Commissions and Somers Town Civic Organizations. Rental fees apply to all businesses as well as non resident individuals, groups and organizations.
12. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if custodial time extends beyond regular employment hours. Additionally, the assignment of custodial/maintenance staff may involve a single custodian being assigned to multiple events and or/facilities/grounds. In such cases fees may be prorated accordingly. Assignment of custodians for particular activities is the sole responsibility of the First Selectman and or his/her designee. In determining fees the appointee shall consider

whether or not the intended use of the facility shall require additional personnel, (i.e. custodial, police, fire). All fees charged for custodial, police and/or fire personnel shall be established and paid by the applicant to the Town of Somers.

USE OF PUBLIC PROPERTY: Exceptions:

Use of public property other than described above will be based upon thorough Board of Selectmen review and determined on a case by case basis. Guidelines and written agreements will be required.

Building Rental Rates:
Approved by the Board of Selectmen on February 27, 2012

Piedmont Hall:
The fee for use of the Piedmont Hall Community Room will be $125 for the first four hours and $25 for each additional hour.

Contact the Town Clerks Office for reservations

Town Hall:
The fee for use of the Town Hall Auditorium will be $125 for the first four hours and $25 for each additional hour.

The fee for use of a Town Hall Meeting/Conference Room will be $50 for the first four hours and $25 for each additional hour.

Contact the Town Clerks Office for reservations.

Kibbe Fuller:
The fee for use of the Kibbe Fuller Auditorium will be $125 for the first four hours and $25 for each additional hour.

The fee for use of a Kibbe Fuller Meeting/Conference Room will be $50 for the first four hours and $25 for each additional hour.

Contact the Recreation Office for reservations.

Kibbe Fuller Gazebo:
The fee for use of Kibbe Fuller Gazebo will be $25 for the first four hours and $25 for each additional hour. A $100 refundable deposit is required at the time the application is filed.

Contact the Recreation Office for reservations.

Field Road Park Pavilion at Connor's Place Playground:
The fee for use of the Field Road Park Pavilion at Connor's Place Playground will be $25 for the first four hours and $25 for each additional hour.

Contact the Recreation Office for reservations.

Field Road Park Gazebo:
The fee for use of the Field Road Park Gazebo will be $25 for the first four hours and $25 for each additional hour.

Contact the Recreation Office for reservations.