

TOWN OF NORWICH
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RENTAL OF TRACY HALL (POLICY)

1. Rental Agreements. For any use of Tracy Hall, a rental agreement must be filled out (even if no fee applies) and the Town Manager must approve all uses. Commercial rentals must provide a Certificate of Insurance (see paragraph 7). Only the Selectboard may alter or waive these conditions.

2. Rates. These rates will apply to all commercial organizations, private parties and to all groups or entities charging entry fees:

	<u>Size</u>	<u>Hour</u>	<u>Half Day</u>	<u>Full Day</u>
Tracy Hall (Gym)	44 x 69'	\$50.00	\$150.00	\$250.00
Multipurpose Room	28 x 42'	40.00	75.00	125.00
Sm. Conference Room	14 x 14'	20.00	30.00	50.00

DEFINITIONS:

One Hour Rental = 1 hour or any part of an hour
Half Day Rental = More than 1 hour, to not exceed 6 hours
Full Day Rental = More than 6 hours – to not exceed 12 hours (same date)
Long-term Rentals = 12 hours up to 72 hours must be negotiated with the Town Manager

(a). Norwich nonprofit: Fees will be waived for Norwich based nonprofit community services organizations (e.g. Norwich Women’s Club, 4H, Boy Scouts, Norwich Lions, Norwich Public Safety Departments) and Vermont State Government organizations.

(b). “Other” nonprofit organizations: The above rates will be reduced by one-half for all nonprofit organizations not based in Norwich.

3. **Additional fees.**

(a). Floor covering fee: For any use of Tracy Hall, other than athletic events or approved exceptions (i.e., dances), the floor must be covered. There is a charge of \$100.00 for placing, cleaning and removing the floor covering. This charge will apply to nonprofit as well as commercial rentals.

(b). Tables and chairs set up fee: As requested, Tracy Hall can be preset with chairs and tables, a charge of \$60.00 (for the entire Hall) or \$30.00 (for less than the entire Hall). This fee can be waived if renter sets up.

4. Scheduling. The Town Manager’s Assistant (email and phone number above) records and arranges all scheduled uses of Tracy Hall. Town events such as Town Meetings and elections take precedence over other rentals. Long-term serial reservations (e.g. every Monday evening) must be reconfirmed each month by the renter, to avoid conflicts. A monthly schedule for the use of the Hall/Gym will be posted on the bulletin board in the lower level of Tracy Hall and provided to building maintenance personnel.

Note: Once a rental agreement is signed, the renter will not be preempted or “bumped” from the agreed date(s) except in the event of a public emergency, building system failure, annual Town Meeting, Special Town Meeting or Elections.

5. Deposit. A deposit will be collected when a person or group reserves (signs rental agreement). \$100 for Tracy Hall (Gym), \$50.00 for the Multipurpose Room and \$50.00 for the Small Conference Room. When a key is provided, the key must be returned to the Town Manager’s Assistant by 10:00 a.m. on the next business day following the event.

Note: Deposit fees will be waived for those serial renters using the facility an average of once per month.

Any costs incurred by the Town for removing excess trash will be taken from the deposit. The balance will be

refunded to the person renting the Hall. **One 30-gallon container for trash is included in the rental of the large Hall.** Additional equal quantity containers will be removed by Town personnel for a charge of \$20.00 each.

6. Duplicate keys. Making duplicate keys is strictly forbidden. Anyone found in possession of an unauthorized duplicate key will be prohibited from future use of the Hall and may also be liable for the cost of replacing locks and making new keys.

Note: The Town Manager will retain a list of known key holders. A key holder may be required to turn in a key at any time for cause.

7. Insurance. All commercial renters including all athletic events (unless sponsored by the Norwich Recreation Council) must provide a Certificate of Insurance for \$1,000,000 general liability coverage before a key will be given out.

8. Police supervision. The Town Manager in consultation with the Police Chief may require that Police be on duty at the Hall during an event. In this case, the cost for Police detail will be paid by the person or group renting the Hall. The Town Manager's Assistant will discuss with the Police Chief any scheduled use that anticipates more than 50 persons.

9. Prohibitions. Cooking and food preparation are not permitted in the Hall. No alcoholic beverages are allowed in Tracy Hall. Smoking is prohibited in the building. No material may be glued, taped, pinned or nailed to any wall or ceiling.

10. Liability for damage. Upon investigation, persons/groups may be held liable for damage to the building and/or furnishings, based on a preponderance of evidence substantiating the cause of damage.

11. Securing building (rented area). Responsible persons are expected to turn off lights, secure doors where applicable and report any damage to the Town Manager as soon as possible.

12. Emergency numbers. When a minor need involving the building or any building system arises outside of maintenance personnel normal work hours, please contact the maintenance personnel through the Norwich Police Department at 649-1460. For all "emergencies", please call 911. There is an emergency only telephone in the lower level of Tracy Hall that automatically dials a public safety dispatch center (Hartford, VT).

13. Hall capacity and Fire Exits. The maximum capacity for Tracy Hall is 350 persons. Fire/emergency exits shall not be locked or blocked during events.

14. Snow/ice conditions. Renters (responsible persons) are expected to clear walkways/stairs to the Hall (provided the event is outside of normal maintenance personnel work hours, Monday through Friday 8:30 am – 3:00 pm) at or before the time of an event – to the degree which provides safe entrance/exit from Tracy Hall.

Note: Shovel and salt are provided at or near the Main Street Hall entrance.

15. Parking. Persons and/or entities conducting events of a larger scale are expected to require vendors, truck or van operators to seek "off site" parking. In order to assist our business community with the limited available public parking, we ask that vendors use the Huntley Meadow parking lots as the recommended "off site" parking area.

Note: A map to Huntley will be provided upon request.

This policy is effective as of April 14, 2005.

TOWN OF NORWICH

RENTAL AGREEMENT FOR TRACY HALL, NORWICH, VT

Name of group/person: _____

Contact, name: _____

Address: P.O. Box:

Locatable: _____

Telephone No: _____

E-Mail: _____

Space required: ___ Gym ___ Multi-purpose Room ___ Small Conf. Room

Rental period: Start _____ Finish _____

Date(s) and time(s): _____

(to include set up and clean up)

Set up required: ___ floor covering only, #___ chairs #___ tables

Total rental: Hours _____ Days _____

Fee: \$_____ date paid: ___/___/___ to whom: _____

Key deposit: \$_____ date paid: ___/___/___ Waived _____

Key: #_____ date picked up: ___/___/___ By Whom: _____ Returned: ___/___/___

Certificate of insurance: NA Y N date received ___/___/___ by whom: _____

Conditions:

1. All arrangements must be made through the contact person named above.
2. Someone 21 years or older must be present at all times during the rental.
3. The general conditions for rental of Tracy Hall are attached. Your attention is directed to the restrictions on food preparation, consumption of alcohol and smoking.
4. A deposit to cover the rental, key deposit and any set up charge must be paid before the event. Checks should be made out to "Town of Norwich".
5. At least seven days notice is required if you wish to have tables, chairs, or the floor covering provided.
6. All renters apart from Town organizations and nonprofit groups must provide a certificate of insurance at a minimum coverage of \$1,000,000. (Get this from your insurance agent.)
7. All damage must be reported to the Town Manager's Office. Renters will be responsible for damage resulting from their use of the premises.
8. The Hall must be vacated by the time listed above.
9. In case of emergency for minor problems concerning the building, contact maintenance through the Norwich Police Department at 649-1460. For all emergencies call 911. There is an emergency only telephone in the lower level of Tracy Hall that automatically dials a public safety dispatch center (Hartford, VT).
10. At least **seven days** notice is required for rental cancellations or payment is expected and deposits will be forfeited.

Town Manager _____ Date _____ **Or**

Town Manager's Assistant _____ Date _____

Renter _____ Date _____