

## **TOWN OF SHELBURNE FACILITIES POLICIES and USE FEES**

The Town of Shelburne is fortunate to have a variety of indoor and outdoor public facilities that are available to its residents and other members of the public. It is the intent of the Town to have these facilities used frequently, while ensuring that these facilities are maintained in good condition, that their use and maintenance do not impose undue financial cost on the Town's residents, and that facilities will remain available to a wide variety of users.

The policies and fee schedule that follow are meant to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating and will provide a safe environment. In addition, the Town strives to be fair and consistent with all parties wishing to use its facilities. Where questions arise, the Town Manager will be the final arbiter.

### **GENERAL POLICIES**

#### **Priority of Use and Reservations**

Priority is given to The Town of Shelburne departments and staff committees, boards, and commissions. Facilities are otherwise available on a first-come, first-serve basis for individuals, groups and organizations to rent during times when the facilities are not being used by the Town. A completed Facility Use Application Form must be submitted to Town staff to reserve a space. All rental fees must be paid in full prior to the date of the facility use. Priority in scheduling is given to Shelburne residents and organizations.

Shelburne residents and businesses may reserve space for their private use at a resident rate and non-Shelburne residents and businesses at a non-resident rate. Those exempt from fees for use of space include: Town of Shelburne departments and staff, committees, boards, and commissions; Town of Shelburne co-sponsored events; Shelburne Community School and CVSD activities; Town-funded or \*recognized service organizations; and regional or state agencies or committees.

\*A recognized service organization is a nonprofit entity that primarily serves the public good by providing direct, essential services to the community. These organizations typically hold a 501(c)(3) designation and focus on addressing critical needs such as health, safety, education, social services, disaster relief, or other services that benefit vulnerable or underserved populations. Organizations that primarily serve specific, non-community-wide needs, such as recreational, artistic, religious, political, or entertainment-focused groups, or homeowners associations, private groups or clubs are not exempt from space fees.

#### **Responsibility**

1. One person (over the age of 21) for each group must be designated as the contact person and will be held responsible for the actions of the members of that group.
2. The contact person will pay any fees required for use of a Town facility at the time of application.
3. Any damage occurring or additional cleaning required to a Town facility as a result of a group's use will be paid by the contact person for that group.
4. Keys are available at Police Dispatch, located on the ground floor of the Municipal Building. The contact person is responsible for picking up key prior to scheduled function. A current, valid driver's license (or other current, valid State-issued or federally issued ID) is required and will be

held until key is returned. Key must be returned immediately to the Police Dispatch following function.

5. The contact person is responsible for securing the room, turning off all lights, adjusting the heat or air conditioning as instructed, and clearing out trash and group materials. No materials or supplies may be stored in any Town facility.

### **Code Compliance**

All persons and groups using Town facilities must comply with all applicable local, state, and federal codes, regulations and laws. Of particular importance are fire and life safety codes.

### **Facility Rules**

Each distinct facility may have additional rules for use that apply to that specific location. User groups will be given any additional rules at the time of facility reservation.

### **Substance Use and Smoking**

The possession, consumption, or being under the influence of alcohol or drugs is strictly prohibited in any Town-owned facilities or on Town-owned property, including meeting spaces. The use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is also prohibited in all Town facilities and on Town-owned land. This includes both indoor and outdoor areas.

### **Alcohol**

Alcohol may be served only in the Library or Town Hall, and only if served by a licensed caterer and if a current, valid certificate of liability insurance of at least \$1,000,000/occurrence, naming the Town as an additional insured, is submitted to the Town in sufficient time prior to the event to confirm its validity.

### **Liability & Certificate of Insurance**

The Town does not assume any responsibility or liability for loss, damage or injury to any person or property occurring because of the activities of any person using Town meeting spaces or properties. The party scheduling the Town space shall be responsible for any injury to any participant and for any damage caused by any participant to the town spaces or other person.

The individual or group who books a Town space is responsible for any damage to the space, equipment, or assets during their use. Any necessary repairs or replacement of damaged property will be arranged through a vendor or company selected by the Town.

A certificate of liability insurance of \$1,000,000/occurrence must be filed with the Town prior to any use of a facility unless waived by the Town Manager or their designee.

### **Disclaimer of Endorsement and Use of Town Resources**

Use of Town meeting spaces or properties does not constitute Town endorsement of the viewpoints expressed by participants or groups.

- Publicity for an event that is not sponsored by the Town must not be worded in a manner that would imply Town sponsorship of the group's activities.
- Unless co-sponsored by a Town department, groups booking Town spaces are responsible for the marketing and publicity of their event or meeting.
- The name, address, and/or telephone number of any Town department may not be used as the official address or headquarters of an organization.

**Exclusive Use**

In some cases, a group may wish to reserve a Town meeting space for multiple consecutive days. Town staff will make efforts to accommodate such requests, provided the booking does not conflict with Town meetings or programming, which take priority. Additionally, the reservation must not hinder equitable access to the space for other groups.

All groups will pay the same rate for exclusive use or receive a discounted rate for such use of \$100.00 a day.

**Minimum and Maximum Booking Periods for Exclusive Use:**

- Minimum of 5 days and maximum of 16 days per booking. Rentals are not allowed for greater than 16 days consecutively.
- A maximum of twice per year per group, if space is available.
- The Town reserves the right to limit the total number of exclusive use bookings per calendar year.

The Town reserves the right to deny and/or cancel use of its facilities at its sole discretion.

## FACILITIES AND FEE SCHEDULE

**Municipal Building:** Contact Sue Moraska at 264-5039 to reserve these spaces.

SPACE	Shelburne Resident/Business	Non-Resident Business
Meeting Room 1*	\$20.00/hour	\$30.00/hour
Meeting Room 2*	\$20.00/hour	\$30.00/hour
Meeting Room 1 & 2*	\$40.00/hour	\$50/hour
Staff Break Room w/Kitchen*	\$20.00/hour	\$30.00/hour

\*Price increases approved with FY26 Budget beginning July 1st, 2025

**Library & Historic Town Hall:** Additional use policies for the library may be established by the Library Board of Trustees. Contact the Pierson Library at 985-5124 to reserve these spaces.

SPACE	Shelburne Resident/Business	Non-Resident Business
Large Community Room*	\$25/hour	\$35/hour
Activity Room w/sink*	\$25/hour	\$35/hour
2 <sup>nd</sup> Floor Conference Room*	\$15/hour	\$25/hour
Town Hall/Main Level*	\$40/hour	\$50/hour
Town Hall/Lower-Level Meeting Space*	\$20/hour	\$30/hour

\*Price increases approved with FY26 Budget beginning July 1st, 2025

**Recreation:** Contact the Shelburne Recreation Department at 985-9551 to reserve these spaces.

SPACE	Shelburne Resident/Business	Non-Resident Business
Rec. Activity Room	\$20/hour	\$30/hour
Gymnasium	\$40/hour	\$50/hour
Athletic Fields	\$40/hour/field	\$50/hour/field
Tennis Court	\$25/hour/3 courts	\$35/hour/3 courts

Tennis courts are generally free and open to the public on a first-come, first-serve basis. Only groups reserving courts for tournaments or group use will be charged a fee.

Town Beach: By deed restriction, Shelburne Beach is for use only by Shelburne residents and their guests.

Season beach stickers (Shelburne residents only):

- \$30.00 first vehicle sticker per household
- \$10.00 per additional vehicle stickers per household
- \$15.00 Shelburne Seniors age 60+ (per car)
- \$10.00 Day pass per vehicle for Shelburne residents and their guests
- \$10.00 Day pass per vehicle for Shelburne motel/hotel/inn guests

**Approved by the Shelburne Selectboard on May 13, 2025.**