



# CITY OF HALLOWELL

One Winthrop Street  
 Hallowell, Maine 04347

CITY COUNCIL

TEL: (207) 623-4021 FAX: 621-8317

## POLICY 2019-01 CITY HALL AUDITORIUM RENTAL AND USE POLICY

### PREFACE

The City of Hallowell has invested considerable funds in the restoration of its Hallowell City Hall. The City anticipates that its citizens will enjoy the Auditorium and Council Room facilities for meetings, performances and private gatherings. Hallowell City Council also encourages that these facilities be used to their fullest extent possible and to as many citizens and organizations as does desire to use them.

This rental and use policy adopted by the City Council, reflects a desire to promote an open public facility supported by tax dollars, compromised by the need to improve, better equip, and maintain the facility, and to sustain the restoration effort for as long as possible under the pressure of increased use.

### RENTAL FEES

| Fee Schedule ( <i>Auditorium</i> )                               | <u>Morning</u> | <u>Afternoon</u> | <u>Evening</u> | <u>All Day</u> |
|--|----------------|------------------|----------------|----------------|
| 1. Hallowell Organizations / Businesses/Individuals              |                |                  |                |                |
| A. Businesses/Fee Events   | \$ 70.00       | \$70.00          | \$100.00       | \$175.00       |
| B. Groups/Individuals<br>(Non-Profits with a copy of 501(C) (3)) | \$ 40.00       | \$ 40.00         | \$40.00        | \$80.00        |
| C. City of Hallowell and RSU #2 Meetings - No Charge             |                |                  |                |                |
| 2. Non-Local Organizations /Businesses/Individuals               |                |                  |                |                |
| A. Businesses/Fee Events   | \$100.00       | \$100.00         | \$150.00       | \$ 250.00      |
| B. Non-Profits/Individuals<br>(with a copy of 501 (C) (3))       | \$ 60.00       | \$ 60.00         | \$ 100.00      | \$ 150.00      |

### 3. Other Meeting Space

- The City Council Chambers or first floor assembly area may be scheduled at no cost for meetings of four (4) hours or less. Fees for meetings longer than four hours will be determined by the City Manager.

### SECURITY DEPOSIT/POLICE SERVICES/CLEANUP

1. Renter must clean up at no charge. The Auditorium must be cleaned to the satisfaction of the City Manager or a charge of \$80 per hour will be billed to the renter.
2. In addition to the above fees, and if required by the City or requested by the renter, special duty Hallowell Police services will be provided at a cost of \$50 per hour with a minimum charge of \$200 for four (4) hours.
3. All users shall be mindful that the Auditorium and City Council Chambers are historical "restored" facilities and as such require greater care when cleaning.

### GENERAL GUIDELINES

1. No pyrotechnics, candles (except for birthday cakes, and catering warming devices), fire making devices (wood stoves, propane stoves, propane heaters, pipes, cigarettes, cigars, matches, lighters or any devices capable of producing heat or fire) are permitted in the Auditorium for any event.
2. There will be no nails, screws, tacks, staples, tape or any other type of damaging devices inserted into or placed upon any painted walls, windows, window casing window woodwork, window trim, ceiling, ceiling lights, wall lights, door frames, door trim, door woodwork, chair rails, wainscot, base molding, stairs handrail, stage wainscot, balcony woodwork or Auditorium floor. Exception: stage thrust gray painted floor.
3. Glitter may only be used as part of stage productions. (Amended by Council 11-9-15)
4. Occupancy numbers are as follows:
  - Auditorium floor unfixed seating = 125
  - Auditorium floor standing room only = 226
  - Auditorium floor cabaret = 96
  - Balcony unfixed seating = 34
  - Stage Area standing room only = 30

5. The Auditorium can only be scheduled up to six (6) months in advance. Exceptions: Weddings and Commitment Ceremonies.
6. The Auditorium is not officially scheduled until a contract for rental or use of the Auditorium is completed and signed by the City and renter.
7. A deposit of 50% of the fees must be paid at least thirty (30) days prior to the scheduled event.
8. If the renter cancels an event and the City is notified at least fourteen (14) days prior to the event, all fees and deposits paid to the City will be refunded to the renter.
9. If the renter cancels an event in less than fourteen (14) days of the scheduled event, all fees and deposits paid to the City will be retained by the City.
10. If the City cancels an event scheduled in the Auditorium, then the City will refund all fees paid by the renter.
11. Events that involve running and jumping are not permitted on the Auditorium floor. Stage choreography is permitted.
12. The Auditorium will not be scheduled at the following times:
  - First Monday after the first Tuesday of each month due to City Council Meetings.
  - Third Wednesday of each month due to the Planning Board Meeting.
  - First business day in January for the Inauguration of new Mayor and Councilors.
  - Any Election Day.
13. Smoking is prohibited in all City buildings and on all City property within 100 feet outside the building.
14. The opening of, or tampering with, electrical boxes or electrical wires is not permitted.
15. All material and equipment brought into the City Hall Building for an event scheduled in the Auditorium will be removed from the City Hall Building within twenty-four (24) hours of the conclusion of the event. If a next event is scheduled before the 24-hours is up, then removal must occur by two (2) hours prior to the next scheduled event. The City is not responsible for any loss or damage of items left in the City Hall Building. Any items left in the City Hall Building are at the renter's risk.
16. The aisles, passageways to doors and fire escapes will be kept clear and

unobstructed at all times.

17. Liquor, beer, wine in any variation is not permitted in the City Hall Auditorium or in any other parts of the City Hall Building unless a licensed caterer with an off-premises State liquor license is used. Proof of license and approval from City Council must be provided to the City Clerk.

## ENFORCEMENTS

1. The Code Enforcement Officer will enforce all code related items as a result of this policy according to the City of Hallowell Code of Ordinances.
2. The City Manager will enforce all other aspects of this policy.

## SCHEDULING

The City Clerk shall have and maintain a calendar which shall contain dates of meetings and events scheduled in all city facilities. The City Clerk is the only official authorized to schedule events in City Hall. If the City Clerk is not present for five days or more, then the City Manager may schedule events. The City Manager will adjudicate all scheduling conflicts and has the authority to waive a rental fee.

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APPROVED DATE: April 13, 2015 – Amended November 9, 2015 and May 13, 2019

EFFECTIVE DATE: April 14, 2015 – November 10, 2015 – May 23, 2019

This Policy 2019-01 supersedes all previous written or verbal policies for City Hall.

*By The City Council of the City of Hallowell*