



CITY OF HALLOWELL

One Winthrop Street
Hallowell, Maine 04347

CITY COUNCIL
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POLICY 2019-02 RENTAL AND USE POLICY FOR HALLOWELL FIRE STATION MEETING ROOM

PREFACE

The City of Hallowell has invested considerable funds in order to maintain the generous gift of a new Fire Station building.

The City anticipates that its citizens will enjoy the Fire Station Meeting Room facilities for meetings and private gatherings. Hallowell City Council also encourages use of these facilities 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 with the need to improve, better equip, and maintain the facility for as long as possible.

RENTAL FEES

Fee Schedule	<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 (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 (with a copy of 501 (C) (3))	\$ 60.00	\$ 60.00	\$ 100.00	\$ 150.00

SECURITY DEPOSIT/POLICE SERVICES/CLEANUP

2. Renter must clean up at no charge. Facility must be cleaned to the satisfaction of the Fire Chief or a charge of \$80 per hour will be billed to the renter.
3. 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.

GENERAL GUIDELINES

1. No pyrotechnics and candles (except for birthday cakes and catering warming devices) are permitted for any event.
2. Smoking is prohibited in all City buildings and on all City property within 100 feet outside of the building.
3. Occupancy numbers are as follows:
 - Fire Station Meeting Room = 32
4. The Meeting room can only be scheduled up to six (6) months in advance.
5. The Facility is not officially scheduled until a contract for rental or use is completed and signed by the City and renter.
6. A deposit of 50% of the fees must be paid at least thirty (30) days prior to the scheduled event.
7. 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.
8. If the renter cancels an event within fourteen (14) days of the scheduled event, all fees and deposits paid to the City will be retained by the City.
9. If the City cancels an event, then the City will refund all fees paid by the renter.
10. The Facility will not be scheduled at the following times:
 - Second Tuesday of the Month – Hallowell Fire Departmental Monthly Meetings
 - Any Election Day
11. The opening of, or tampering with, electrical boxes or electrical wires is not permitted.
12. All material and equipment brought into the Fire Station for the event will be removed from the building within twenty-four (24) hours of the conclusion of the event. If the 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 Fire Station Building. Any items left in the Fire Station Building are at the renter's risk.

13. Liquor, beer, wine in any variation is not permitted in the Facility unless approved by the City Council. A licensed caterer with an off-premises State liquor license must be used. Proof of license must be provided to the City Clerk.

ENFORCEMENT

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 and Fire Chief shall have and maintain a calendar which shall contain dates of meetings and events scheduled in this facility.

APPROVED DATE: May 13, 2019

EFFECTIVE DATE: May 23, 2019

This Policy 2019-02 supersedes all previous written or verbal policies for City buildings.

By the City Council of the City of Hallowell