

LIMERICK BRICK TOWN HALL POLICY FOR USE

1. Limerick residents and non- residents. The Brick Town Hall may be used with permission of the Select Board
2. Each user will sign a usage Agreement and pay the user fee and deposit prior to being assigned a key
3. User fee- The following schedule will be assessed for User Fees:

FREE – For Limerick residents only.

\$100.00 – non- residents (all functions) i.e., dances, luncheons, weddings, showers, charitable events, etc.

Employees – no charge (if a non-profit event)

Non-profit organizations may request a waiver of the User Fee from the Board of Selectmen.

4. Security Deposit: All individuals and organizations will pay a \$100 security deposit. Liability for any damages above \$100 will be billed directly to the user.
5. User Fee and Security Deposit must be paid one week in advance of use.
6. Keys will be available at the Select Board's Office during normal office hours (Monday from 12-4) Wednesday, Friday; 9:00am to 3:00pm) and must be returned the first business day following the use. Absolutely NO keys are to be duplicated.
7. Maximum Occupancy: First Floor—49 persons
8. No parking in loading zone or on side of building. Deposit can be forfeited if this happens.

Security Deposits are refunded once the User's security deposit check has cleared the account, the keys have been returned and the custodian has inspected the building for cleanliness and damages. If there are no issues with the deposit check, the keys or the condition of the building and contents, a refund check request will then be submitted to the Board of Selectmen for final approval. Once approved, the Treasurer will issue the refund check.

Addendum as voted by the legislative body in the house keeping articles the following applies to all town sponsored activities:

The following conditions will apply to town sponsored activities:

1. The Select Board shall appoint the individuals for planning, organizing and staffing the activity.
2. The Select Board shall have the authority and oversight and jurisdiction of the activity over hiring, safety, and cash management policies and procedures.
3. All funds collected and disbursed for the activity shall be accounted for in the municipality's annual audit and overseen by the municipal treasurer.