

## **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.

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.

#### **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. 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. 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 notice 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.

#### **Smoking**

No smoking, e-cigarettes, or smokeless tobacco allowed in any Town owned facilities or on Town owned land.

#### **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.

#### **Certificate of Insurance**

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.

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	\$15/hour	\$25/hour
Meeting Room 2	\$15/hour	\$25/hour
Meeting Room 1 & 2	\$30/hour	\$50/hour
Staff Room w/kitchen	\$15/hour	\$25/hour

Library: 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	\$20/hour	\$30/hour
Activity Room w/sink	\$20/hour	\$30/hour
1 <sup>st</sup> Floor Conference Room	\$10/hour	\$20/hour
2 <sup>nd</sup> Floor Conference Room	\$10/hour	\$20/hour

**\*\*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 Field	\$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

Historic Town Hall: Contact Pierson Library at 985-5124 to reserve these spaces.

SPACE	Shelburne Resident/Business	Non-Resident/Business
Main Level	\$30/hour	\$40/hour
Lower Level w/meeting space and kitchenette	\$15/hour	\$25/hour

Approved by the Shelburne Selectboard on 9/10/2019

**\*\*Price increases approved with FY 23-24 Budget beginning July 1<sup>st</sup>, 2023**