

## Town of Sandwich Hamilton Hall- Rules and Regulations

### I. Definitions

Hamilton Hall: Located at 34 Quaker Meetinghouse Rd., E. Sandwich, MA

Town staff: Town employees, or vendors paid by the Town of Sandwich

Committee: A Sandwich group formally elected in a public election conducted by the Sandwich Town Clerk, or appointed by the Board of Selectman or Town Moderator, or other governmental entities.

Non-Profit Groups & Committees: An organization recognized under section 501(c)(3) of the US Internal Revenue Code, or other organizations that do not distribute their surplus fund to owners or shareholders, but instead uses them to help pursue their goals.

On-Call Supervisor: An individual with authority granted by the Recreation Department to control access and use of Hamilton Hall . On –call supervisor represent the Town of Sandwich during events. They have full authority to enforce all rules and regulations, and generally preserve the space and maintain public safety.

Political Action Committee: Any committee, association, organization or other group of persons, including a national, regional, state, county or municipal committee, which receives contributions or make expenditures for the purpose of influencing the nomination or election of a candidate, or candidates and which is not a candidate’s committee, a political party committee nor a ballot question committee.

Public Meeting: An assembly or conference of persons for a specific purpose conducted by Committees, Town Staff, or other Federal, State, or Local government officials. This **excludes** meetings held to further the objectives of registered political parties, political actions committees and defined above, unions, and for-profit organizations.

Private Meetings: A non-public assembly or conference conducted for a specific non-profit purpose. This excludes meetings to help to further the objectives of registered political parties, political actions committees as defined above, unions, and for-profit organizations.

### II. Uses for Hamilton Hall:

- a. The following are allowed uses of Hamilton Hall.
  - i. Public meetings as defined above
  - ii. Private meetings as defined above
  - iii. Performances
  - iv. Art shows
  - v. Movies
  - vi. Fundraisers for non-profit organizations or causes
  - vii. Private parties or functions (e.g., birthday parties, wedding receptions, retirement party, etc.)
  - viii. workshops, lectures, guest speakers, etc.
  - ix. All other uses per discretion of the Recreation Department
- b. The following are **NOT** allowed uses of Hamilton Hall
  - i. Religious services, events, etc.
  - ii. Political Fundraisers
  - iii. Programs that the Recreation Department deems in conflict with its own.
- c. Alcohol restriction: No Alcohol allowed in or out of the Hamilton Hall

### III. Procedures for Hamilton Hall Use

- a. Access
  - i. All requests for use of the Hamilton Hall must be submitted in writing to the Town of Sandwich Recreation Department at PO Box 1336, Forestdale, MA 02644 or via email sent to recreation@townofsandwich.net , at least two weeks prior to the event.
  - ii. The Recreation Department must approve all uses of the Hall ahead of time.
  - iii. Governmental meetings will be given preference over non-governmental request for the space.
  - iv. Committees and Town Staff may, at the discretion of the Town Manager, have direct access to the Hall with their own keys.
  - v. All other users of the Hall may only gain access to the Hall via an approved On-Call Supervisor, as defined above, and must sign the attached form indicating that they have read, understand, and agree to abide by the Hamilton Hall Rules and Regulations and any instructions given by the On-Call Supervisor.
- b. Costs (please note that the Town of Sandwich Recreation Department has a Revolving Fund per M.G.L. Chapter 44 section 53E1/2 so that any fees collected for use of the Hall will only be used to support Hall operations and expenses):

- i. Committees and Town Staff and other Federal, state and local governmental officials and staff may use the Hall at no charge
  - ii. All other users must pay the following fees:
    1. Town of Sandwich resident fee: \$75 for 4 hours; \$25/hr every hour thereafter.
    2. Non-Town of Sandwich resident/Hamilton Hall Cottage Renters fee: \$150 for 4 hours; \$50/hr every hour thereafter.
    3. A non refundable deposit of \$25.00 must be submitted with the application. Deposit will be applied to the total charge.
    4. Balance must be paid no later than 1 week prior to the event.
    5. Additional charges will be billed as needed.
  - iii. All users must have prior approval of the Town of Sandwich Recreation Department to charge a fee to the public at the door for entrance into a given event.
- c. Insurance
- i. All users – other than Town Committees, Town Staff, and other Federal, State and local Government officials and staff will be required to obtain insurance coverage as follows:
    1. For liability for bodily injury including accidental death, \$1,000,000.00 for any one person and, subject to the same limit for each person, \$2,000,000.00 on account of one accident.
    2. For liability for property damage, \$1,000,000.00 on account of any one accident and \$2,000,000.00 on account of all accidents.
    3. All policies shall be so written so that the Town of Sandwich is listed as an additional insured.
- d. General Responsibility of Users
- i. All users will be responsible for the following:
    1. Setting up the space for the event (e.g., moving chairs, etc.)
    2. Cleaning up after the event
    3. Returning the Hall to the original set-up
- e. Trash Removal
- i. All users are responsible for removing all trash off the premises at the conclusion of their event.

#### IV. Hall Parameters

- a. The maximum capacity of the **30 people**.
- b. The Hall may be used at the following times:
  - i. Weeknights from 4:30 to 11pm
  - ii. Weekends from 8:00am to 11pm

- iii. Weekdays use during regular business hours (Monday through Friday, 8:30am to 4:30pm, excluding state holidays) is discouraged, however, will be considered on an as hoc basis by the Recreation Department.
- c. Permits for use of the Hall are for the Hall only and do not include the surround grounds/structures (e.g., beach, picnic area, playground, tennis court etc.) additional permits would be need through the Recreation Department and the Sandwich Department of Natural Resources.
- d. Food and beverages must be limited to beverages, and small finger foods that can be easily cleaned-up at the end of the event by user. Glass is prohibited. There is a small sink and one small refrigerator that may be used; however, dishware is not to be washed on-site. All food preparation must be done off-site. **There is absolutely NO Cooking allowed in the Hall Kitchen.**
- e. Any additional furniture or furnishings to be brought into the Hall by the user must be preapproved by the Recreation Department.

#### **V. Enforcement**

- a. The Recreation Department has sole discretion in determining the appropriate use of the Hall. The Recreation Department may, on an ad hoc basis, adjust one or more of the requirements outlined above based on financial hardship – documented to the satisfaction of the Recreation Department – of requested users of the Hall. The Recreation Department decision is final, and may not be appealed to any other Town board or Committee.
- b. Users that do not comply with these rules and regulations may be charged an additional On-Call Supervisor or cleaning fee; may be charged security deposits for future events; and/or may be banned for using the space in the future. The Recreation Department reserves the right to institute additional enforcement measures not listed above in the future.