

# Town of Heath Policy on Use of the Heath Community Hall

Effective February 8, 2011

The Heath Community Hall is a Town owned building and is available for use by the community for both private and community-related events within the following policy. Interested users must obtain a copy of this policy, which includes the rules for use and an application form, at the Town Office on Main Street or at the Town website, [www.townofheath.org](http://www.townofheath.org). Completed application forms must be submitted to the Community Hall Committee Chairperson at least one month in advance when possible. User applications are reviewed by the Hall Committee Chairperson in coordination with the Senior Center Coordinator (when use of the kitchen is requested). Applications submitted by groups or individuals wishing to make use of the building on a regular or sustained basis will be negotiated with the Community Hall Committee by meeting, telephone or e-mail. Applicants are also advised that the Town of Heath has a Large Events Permit (more than 500 person events) and an application for use of the Town Common.

## **Rules of Use**

Users of the Heath Community Hall are responsible to:

- **Submit the completed application (last 3 pages of this document) at least one month in advance of the requested date of use (if possible) to the Heath Community Hall Committee, P.O. Box 35, Heath, MA, 01346; alternatively applications can be faxed to 337-8542 or e-mailed to Margo Newton at [newt85@netzero.net](mailto:newt85@netzero.net). Please call 339-8580 if you have any questions about the use of Community Hall and/or Kitchen.**
- Users are responsible for user fees, and for paying for repairs of any damage occurring to the building as the result of their use.
  - NOTE: Security deposits will not be returned until the post use inspection has determined the building has been left in as good or better condition and keys have been returned.
- Submit stated user fee and security deposit by separate checks at least one week prior to the event.
- The needs of the Town take precedence over other requests.
- Requests for use for recurring regular events will be considered by the Community Hall Committee on a case-by-case basis, with consideration to the impact on the building, equipment and limitations on the use of the building by others.
- All activities must be under competent adult supervision approved by the Hall Committee.
- Individuals or groups using the building will be responsible for any damage to the building or equipment.
- In certain cases, the Hall Committee may require an insurance rider and a signed Release of Claims Agreement.
- Use is restricted to the specific dates and times indicated on the approved application form.
- Users are responsible for leaving the building in a clean and orderly as-found condition.
- Users are responsible at all times for the observance of fire and safety requirements and building capacity limitations.
- If the Hall Committee or Select Board require police presence for the event, it is to be arranged at the user's expense through the Heath Police Chief.
- Users signing up for use of the kitchen and its equipment must be trained by a person designated by the Senior Center Coordinator, in operation of any equipment to be used. A person with ServSafe certification may be required to be present during certain uses of the kitchen, such as when food made in the kitchen is to be sold or manufactured for the public.
- Users will coordinate with the Hall Committee Chairperson regarding keys to the building.
- The Community Hall Committee or the Board of Selectmen reserve the right to cancel any permission granted.

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## Responsibilities and Coordination

The Heath Select Board is responsible for:

- this policy,
- including line items in the annual town budget sufficient to provide utilities, janitorial services and routine scheduled maintenance of the Community Hall building, and when appropriate line items for a Community Hall Revolving Account and any Community Hall capitol expense building repairs.
- appointing the Community Hall Committee and Senior Center Coordinator.

The Heath Community Hall Committee is responsible to:

- Function on behalf of the Heath public in the care, use and availability of the Heath Community Hall building,
- Negotiate requests for regular or sustained Community Hall building use,
- Submit an annual operating budget request, and Annual Report,
- Submit annually a request for the Town Warrant to include a Revolving Account for the Community Hall building, when appropriate,
- Maintain awareness of all Town budget line items associated with the Community Hall.
- Designate a representative of the Hall Committee to:
  - o review all building use requests
  - o collect all user fees
  - o conduct inspections following use
  - o return security deposits to users upon successful post use inspections.
  - o coordinate dates of building use
  - o forward kitchen use requests to the Senior Center Coordinator.
- Develop capitol building repair estimates and submit to Selectboard.

The Heath Senior Center Coordinator is responsible to:

- Review kitchen use requests and informing the Community Hall designee of the decision,
- Determine if a ServSafe Certified person should be present during kitchen use.
- Arrange training in use of the kitchen and equipment when applicable,
- conduct inspections following use of kitchen,
- Inform Community Hall designee of inspection results,
- Submit an annual operating budget request in coordination with the Hall Committee,
- Submitting an Annual Report,
- Function as a member of the Community Hall Committee.

**Approved by the Heath Select Board on this date:** February 8, 2011

Revised 03.11.14 & 05.20.14

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Sheila M. Litchfield, Chair

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Brian DeVriese

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Bill Lattrell

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Fees for Use:

**NOTES:**

1. Fees listed are per day and per room, regardless of the number of hours used.
2. The Security deposit should be submitted as a separate check and will be returned upon successful post-use inspection assuming the condition of the facility is found to be good.

<b>PARTY</b>	<b>UPSTAIRS (plus restrooms downstairs)</b>	<b>KITCHEN (plus restrooms downstairs)</b>	<b>DINING HALL (plus restrooms downstairs)</b>
Private party – Heath resident use	\$25 plus \$25 security deposit	\$25 plus \$50 security deposit	\$25 plus \$25 security deposit
Private party – non-resident use	\$50 plus \$50 security deposit	\$50 plus \$50 security deposit	\$50 plus \$50 security deposit
Heath Senior Center sponsored event	No charge	No charge	No charge
funeral or reception following a funeral	No charge	No charge	No charge
Heath municipal function	No charge	No charge	No charge
Not for profit public event <sup>1</sup>	Donation encouraged; \$50 security deposit	Donation encouraged; \$50 security deposit	Donation encouraged; \$50 security deposit
For profit event or activity <sup>2</sup>	\$50 plus \$50 security deposit	\$50 plus \$50 security deposit	\$50 plus \$50 security deposit

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<sup>1</sup> The terms “not for profit” and “for profit” as used in this policy and application do not refer to IRS terminology of tax status, rather, they refer to whether the event or activity is free or if it is intended to raise money for the event organizers or organization.

<sup>2</sup> Same foot note as above.

# **Town of Heath Policy on Use of the Heath Community Hall**

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## **HEATH COMMUNITY HALL INSTRUCTIONS FOR USE OF KITCHEN FACILITIES**

- **Turn up hot water heater in the furnace room.**
- **In winter, turn up the thermostat to desired temperature.**
- **If you plan to use the dishwasher - turn it on ahead of time. Once filled with water, add no more than one squirt of Cascade. This will be sufficient for several loads. Dishes must be rinsed and free of food prior to placing in dishwasher.**

### **To use burners on stove:**

1. Remove vent covers if needed.
2. Turn on vent (right switch above counter (above and to the right of the telephone)  
THE VENT HAS TO BE RUNNING WHENEVER THE STOVE IS IN USE.
3. Check to see if the pilot lights are lit on the burners. If not, the following procedure will be necessary:

Holding down both the electronic ignition button and the burner dial at the same time you must turn the burner dial to pilot and hold for about 10 seconds (you should now see if the pilot light is lit). If so, release the ignition button and turn the burner dial to the desired temperature.

### **Oven use:**

Same procedure as above using the electronic ignition button and the right or left oven dial. This takes a little more effort as you cannot see the pilot light.

### **Steamer Table use:**

1. Plug power cord into outlet and turn dials on the steamer table to high settings for the wells that will be used.
2. Fill each base pan with one full pitcher of water and cover.  
Allow at least 45 minutes to heat.
3. You may now place the pan of heated food in the steamer well on top of the heated water pans.

Sincerely,

Margo Newton  
Community Hall Chair

**If you would like a brief lesson prior to using the facility you may call me at 337-4934, ext. 108**

# Town of Heath Policy on Use of the Heath Community Hall

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## HEATH COMMUNITY HALL KITCHEN AND DINING AREA AFTER USE CHECKLIST

### After event make sure:

- stove burner dials are turned to pilot position
- oven pilots are turned off completely
- exhaust fan is turned off
- vent covers have been mounted to vents over stove burners
- dishwasher has been emptied and turned off
- sinks and appliance are left clean
- tables and chairs back in original position
- Steamer table is turned off and power cord is unplugged
- Hot water heater is turned back to vacation setting
- thermostats turned down to 62 degrees
- all bathroom doors are left open (especially in winter)
- back exit door is locked securely
- no food is left on the counters or in the refrigerator
- all supplies used for the event have been removed
- lights have been turned off
- Senior Center entrance door locked

**Please complete and sign this checklist and leave it on the stainless steel table prior to leaving the facility.**

Thank you,

Margo Newton, Community Hall Chair

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*(name)*

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*(date)*

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*(organization if applicable)*

# Town of Heath Policy on Use of the Heath Community Hall

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## APPLICATION FOR USE OF THE HEATH COMMUNITY HALL

**Application Date:** \_\_\_\_\_ **Person or Organization requesting use:** \_\_\_\_\_

Name of contact person to be present during the event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Requested use is for: (check all that apply)	FEE	SECURITY DEPOSIT	AMOUNT DUE
<input type="checkbox"/> Heath Senior Center sponsored event	\$0	\$0	NA
<input type="checkbox"/> Funeral or funeral reception	\$0	\$0	NA
<b><input type="checkbox"/> Private party event/Heath resident use</b>			
<input type="checkbox"/> upstairs (plus bathrooms downstairs)	\$25	\$25	\$50
<input type="checkbox"/> kitchen (plus bathrooms)	\$25	\$50	\$75
<input type="checkbox"/> dining hall (plus bathrooms)	\$25	\$25	\$50
<b><input type="checkbox"/> Private party event/non-resident use</b>			
<input type="checkbox"/> upstairs (plus bathrooms downstairs)	\$50	\$50	\$100
<input type="checkbox"/> kitchen (plus bathrooms)	\$50	\$50	\$100
<input type="checkbox"/> dining hall (plus bathrooms)	\$50	\$50	\$100
<input type="checkbox"/> Town of Heath municipal event	\$0	\$0	NA
<b><input type="checkbox"/> Not for profit public event</b>			
<input type="checkbox"/> upstairs (plus bathrooms downstairs)	donation	\$50	\$50
<input type="checkbox"/> kitchen (plus bathrooms)	donation	\$50	\$50
<b><input type="checkbox"/> food made will be sold to the public</b>			
<input type="checkbox"/> dining hall (plus bathrooms)	donation	\$50	\$50
<b><input type="checkbox"/> For profit event or activity</b>			
<input type="checkbox"/> upstairs (plus bathrooms downstairs)	\$50	\$50	\$100
<input type="checkbox"/> kitchen (plus bathrooms)	\$50	\$50	\$100
<b><input type="checkbox"/> food made will be sold to the public</b>			
<input type="checkbox"/> dining hall (plus bathrooms)	\$50	\$50	\$100

**Description of intended activities:** \_\_\_\_\_

**Date(s) requested for use:** \_\_\_\_\_

**Hours requested for use on each date:** \_\_\_\_\_

**I hereby agree to comply with the terms of the Town of Health Policy on use of the Heath Community Hall related to this application:**

**Signature of Applicant:** \_\_\_\_\_

**Received & Confirmed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Community Hall Chair**

# Town of Heath Policy on Use of the Heath Community Hall

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## Review by Community Hall Committee:

Approved  Not approved

**fee for use required:** \_\_\_\_\_  
**Security deposit fee:** \_\_\_\_\_  
**TOTAL fee due:** \_\_\_\_\_  
**Amount received:** \_\_\_\_\_  
**Date received:** \_\_\_\_\_

User name/dates of use: \_\_\_\_\_

Approved by : \_\_\_\_\_ Date: \_\_\_\_\_

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Post-use inspection:

Acceptable  Not Acceptable

Inspected /Approved by : \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit returned on: (Date) \_\_\_\_\_

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## **Review for use of kitchen by Senior Center Coordinator:**

ServSafe person required: (name) \_\_\_\_\_

Approved  Not approved

Approved by : \_\_\_\_\_ Date: \_\_\_\_\_

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Post-use inspection:

Acceptable  Not Acceptable

Inspected / Approved by : \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Inform Hall Committee designee upon completion of the post-use inspection.**

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## Release of Claims, Indemnity and Hold Harmless Agreement

The Town of Heath is pleased to offer you the opportunity to make use of the Heath Community Hall. The Heath Community Hall is offered as is with no guaranty as to its suitability for any particular purpose. The below Release of Claims, Indemnity and Hold Harmless Agreement absolves the Town of Heath and its officials, employees, and volunteers from liability or responsibility for any harm or injuries you may suffer during or as a result of your use of the Heath Community Hall. It also provides that the Town will not be liable or responsible for harm to others resulting from your participation in this project. Please consult with an attorney if you have any questions regarding this document.

I, \_\_\_\_\_, in consideration of the opportunity to make use of the Heath Community Hall for myself and/or my organization, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Heath, its employees, agents, and officers (the "Releasees"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I and/or my organization may have as the result of my use of the Heath Community Hall, and all activities related thereto.

I further acknowledge that participation in activities at the Heath Community Hall is voluntary and may expose me or my property and/or the property of my organization to the risks resulting from the use of the Heath Community Hall by myself and others. I therefore also promise on behalf of myself and/or my organization, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including claims for damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my participation and/or the participation of my organization in activities at the Heath Community Hall.

I hereby further covenant for myself, my successors and assigns and/or my organization, its successors and assigns not to sue the said Releasees on account of any such claim, demand or liability.

I am fully aware that by signing this document I am releasing the above mentioned parties from liability that may arise as a result of intentional or negligent acts of these parties. Additionally, it is my intent on behalf of myself and/or my organization to release the above mentioned parties from liability relating to any accident and resulting injuries and/or death that may occur while participating in activities at the Heath Community Hall.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

Name (Printed) \_\_\_\_\_

\_\_\_\_\_  
Signature

**THIS FORM MAY NOT BE ALTERED**