

**TOWN OF WATERBORO  
USE OF MUNICIPAL FACILITIES**

**I. GENERAL PROCEDURES:**

- A. Municipal activities shall take precedence over all others in the use of the building.
- B. Groups/individuals requesting use of Municipal facilities shall complete an "Application for Use of Municipal Buildings". The Town Administrator may approve the request at his/her discretion.

**II. FEE SCHEDULE:**

- A. The following fees shall apply to any private group or any individual(s) requesting the use of the Municipal Building.

	Waterboro Residents	Non-Residents
Town Hall	\$50.00	\$75.00
Front Meeting Room	\$20.00	\$45.00
Upstairs Meeting Room	\$20.00	\$45.00
Key Deposit	\$15.00	\$25.00

Deposit will be returned when the key is returned to the Town Office. If the key is not returned within three (3) days, the deposit is non-refundable. If during inspection of the facilities there is damage or loss, or extra cleaning required the deposit will not be returned.

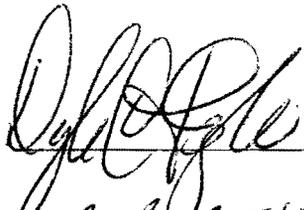
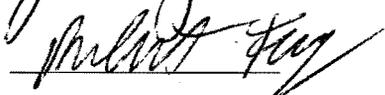
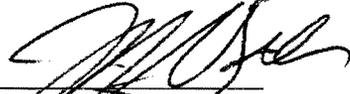
**B. EXEMPT FROM FEE:**

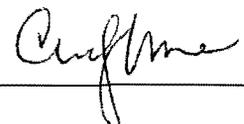
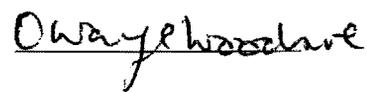
- 1. No fee will be charged for meetings involving the operation of the Town.
- 2. No fee will be charged for non-profit organizations and clubs.
- 3. The Selectmen may require the presence of a Police Officer(s) and/or custodian for any activity they deem appropriate. Payment of the officers/custodian shall be the responsibility of the User and in addition to any municipal fee.
- 4. If use of the building results in extra cleaning duties for the custodian, the User will be billed accordingly and/or deducted from the deposit.
- 5. The Selectmen may adjust the fees accordingly.

**III. CONDITIONS FOR USE:**

- 1. Smoking is prohibited in Municipal Buildings.
- 2. Alcoholic beverages and/or other drugs shall not be possessed or consumed on Municipal Property.
- 3. The applicant is held the responsible party.

4. The facilities used by the applicant will be examined carefully after use, and the applicant agrees to promptly pay for any loss or damage occurring during the applicant's use of said building.
5. The Town reserves the right to revoke any building use at any time.
6. Any town equipment, pictures, posters, etc. that may be in the building shall not be removed, rearranged without prior permission from the Selectmen.
7. When the using group finds it necessary to make any advance arrangements for an event, prior approval is required from the Selectmen's Office.
8. All trash generated shall be the responsibility of the User to dispose of.
9. Courtesy is to be shown by all using groups in regards to other users of the Municipal Building who might also be using the building at the same time.
10. At least a two-week notice will be required for purposes of scheduling.
11. Adult supervision is required at the discretion of the Town Administrator.
12. Town Committees and non-profit organizations that use the facilities on a regular basis must provide to the Selectmen's Office a schedule every six (6) months or the key must be turned in.

  
  
  
Board of Selectmen, Town of Waterboro

Adopted: 5/3/05