



Town of Enfield

P.O. Box 373

Enfield, New Hampshire 03748

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Municipal Facility Use Policies & Procedures

The following facilities are available for use by the general public. Your application should specify the building and room you wish to use.

| Facility Space | Maximum Occupancy* |
|---|--------------------|
| Whitney Hall Conference Room | 16 |
| Enfield Center Town Hall (no facilities, see Section V) | --- |
| Public Works Facility Ilene P. Reed Training Room | 60 |
| Community Building Hall (upstairs, kitchen available) | 250 |
| Community Building Meeting Room (downstairs) | 50 |

- * Maximum Occupancy does not include table set-up. Use of tables will reduce the capacity of the room. In the Community Building refer to table set up diagrams posted in the Storage Closet for occupancy limits with table set up.

Use of municipal facilities must be scheduled through the Town Manager's Office (632-5026 or townhall@enfield.nh.us). On occasion, approval must be obtained from the Board of Selectmen. Please allow a minimum of two weeks for this process.

I. Fees:

Rental fees may apply. Please refer to the Municipal Facility Use Application for the fee schedule. Payment must be submitted in advance of the actual event. The Enfield Board of Selectmen and their designees reserve the right to waive fees.

II. Keys:

Keys to the building being rented will be furnished up to seven days in advance of the event. This does not imply authorization to enter the building before your scheduled day as the facilities are often reserved for use by other individuals. This is merely offered for your convenience. Do not enter the facility on a day other than your reserved day or days without prior authorization from the Town Manager's Office.

The renter is responsible for securing the entire building when the event is over.

The renter is responsible for turning off lights, closing windows and locking the building at the conclusion of the event. **Please refer to the reminder checklist on last page of this document.**

If another group using the building is still present when you leave or, in the case of Whitney Hall, if the Library is still open, you should lock all doors to the area of the building you were using, but leave the exterior entrances unlocked. The last group to leave the building is responsible for locking all exterior doors.

All keys must be returned within three business days of the event. Keys may be returned to the Town Manager's Office at Whitney Hall during regular office hours: Monday – Friday 8:00 am – 4:00 pm, or left in the Drop Box at the entrance to the Town Offices after hours.

III. Alcoholic Beverages:

Alcoholic beverages are allowed in the Enfield Community Building and Enfield Center Town Hall for private functions ONLY. Alcoholic beverages are prohibited in all other municipal facilities. Renter is completely responsible for all conduct and activity inside the facility.

Enfield Center Town Hall:

Alcoholic beverages are permitted on a “bring your own” basis. Permission must be obtained if alcohol will be present at the event. If alcohol will be present at the event, the renter MUST provide a certificate of liability insurance prior to the event. Please see section **XI. Liability Insurance** for requirements. Any organization, charitable or otherwise, holding a one-day function will require application to the NH Liquor Commission. To obtain a one-day liquor license contact the NH Liquor Commission at 603-271-3521.

Enfield Community Building:

Alcoholic beverages are permitted on a “bring your own” basis. Permission must be obtained if alcohol will be present at the event. If alcohol will be present at the event, the renter MUST provide a certificate of liability insurance prior to the event. Please see section **XI. Liability Insurance** for requirements. Any organization, charitable or otherwise, holding a one-day function will require application to the NH Liquor Commission. If a private caterer is hired, a liquor license issued by the State of New Hampshire Liquor Commission will be required, together with a Certificate of Liability and Waiver. To obtain a one-day liquor license contact the NH Liquor Commission at 603-271-3521.

IV. Restrooms:

Enfield Center Town Hall:

Portable toilets must be provided, at the expense of the renter, for any event at which food or drinks will be served or if the event is expected to last longer than two hours.

Enfield Community Building:

There are men's and women's restrooms on each floor. Diaper changing tables are located in each women's restroom. Extra rolls of toilet paper can be found in the Janitor's Closet or upstairs coat closet located at the top of the stairs in the front entry.

V. Trash:

All trash is the responsibility of the renter and must be removed from the property at the conclusion of the event. Please try not to allow cups or cans with liquid to go directly in the trash, or you may have a drippy mess on your way out of the building.

Enfield Community Building:

The Enfield Community Building has indoor trash receptacles available which must be lined at all times with the trash bags provided. Trash bags can be found in the Janitor's Closet, Kitchen or upstairs Coat Closet.

VI. Cleaning:

All renters are required to leave the facility in the same condition in which it was found. Cleaning up must be done immediately following the event, unless permission is granted in advance for a delay until the next morning.

Enfield Community Building:

A refundable cleaning deposit of \$150 is charged for all private events and all events using the kitchen.

Renters of the Enfield Community Building are required to clean the bathrooms and kitchen. Cleaning materials including, wet mop, dust mop, push broom, dustpan, cleansers and trash bags for this building are located in the Janitor's Closet. Additional cleaning materials are located in the kitchen near the sinks. Material Safety Data Sheets (MSDS) are located in a binder in the kitchen, along with instructions for use of the appliances. All renters are encouraged to look over the facility before their event and to make note of any pre-existing damage or cleaning issues. The Town Offices should be notified of any noted pre-existing problems before the facility is used by the renter.

VII. Tables & Chairs:

Tables and chairs located within the facility are for your use. All moving of furniture must be done with care to avoid scratching the floors. Scratches caused by moving furniture will be considered damage and will be addressed as such. See section IX. **Damages** for details.

Enfield Community Building:

30 tables and 250 chairs are available for your use. Chairs, including two high chairs, are stored in the closet. Table carts can be stored in the closet when the chairs are removed from the closet. Chairs should be returned to the closet and tables put back on the carts and pushed to the sides of the room. Setting up of tables and chairs **MUST** meet the strict guidelines of the fire emergency egress pattern. This information is posted inside the Storage Closet.

VIII. Kitchen:

Kitchen facilities are available at the Enfield Community Building **ONLY**. All appliances are available for renter's use with the exception of the Fryolator and electric meat slicer. **Use of the Fryolator and electric meat slicer is restricted to the Enfield-Mascoma Lions Club, Enfield-Mascoma Lioness Club and/or professional caterer with proof of business license required.** Full instructions for the use of all appliances and Material Safety Data Sheets for kitchen chemicals and cleaners are located in a binder located in the kitchen. Please read instructions for all appliances for regular and special operating instructions, e.g. dishwasher should be turned on and allowed to preheat for at least 15 minutes before use.

All renters, by signing and submitting their application, acknowledge and accept responsibility for following operating instructions and safety procedures for all kitchen equipment

Events utilizing the kitchen at the Enfield Community Building are required to provide a \$150 refundable cleaning deposit.

There is china, flatware and glasses available for your use, including china dinner plates, salad plates, bowls, soup cups, platters, glasses, coffee cups and flatware. Water pitchers and bread baskets are also available. The kitchen also has a limited number of large mixing bowls, stock

pots, and other food preparation utensils. A two pot coffee machine is also available. All dinnerware, cooking and preparation items are the property of the Town of Enfield and/or Enfield-Mascoma Lions Club and must not be removed from the premises without prior permission.

All foodstuffs must be removed following the event. Any foodstuffs remaining in the building may be discarded.

IX. Damages:

The renter is responsible for any damages.

In the event of damages, no matter how minor, the Town reserves the right to obtain a quote for the repair of damages and to bill the renter appropriately. Failure to pay for damages as billed may result in the revocation of the privileges to use municipal property for future functions and/or legal redress.

X. Heat:

During the winter months, adjustable thermostats should be set at a maximum of 70 degrees. The thermostat must be turned down to 65 degrees before leaving the building.

Enfield Center Town Hall:

The woodstove may only be used if a member of the Enfield Fire Department volunteers to be present to supervise. Payment for any time spent supervising is the responsibility of the renter.

Enfield Community Building:

The thermostat is located on the first floor near the Janitor's Closet in the front entry. Air conditioning should remain on during the summer. The hall takes a long time to cool down again if the room temperature is allowed to get too high.

XI. Liability Insurance:

The Town of Enfield reserves the right to require liability insurance for any event held in a municipal building. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 each occurrence, with the "Town of Enfield" named as additional insured, and ***must not exclude*** liquor liability. For events at which alcohol is served a Waiver of Liability must also be provided.

Enfield Community Building & Enfield Center Town Hall:

A certificate of liability insurance is *required* at any event at which alcoholic beverages will be present.

XII. Storage

Limited storage of materials may be allowed in some municipal facilities upon request and application.

Enfield Community Building:

No storage of materials of any kind is permitted in the Enfield Community Building unless a multi-day event is scheduled and permission is obtained from the Town Manager's Office in advance of the event.

XIII. Miscellaneous Rules:

- Nothing is to be used to hang or fasten things to the windows, walls, doors, ceilings or wainscoting, including masking tape, transparent tape, duct tape, glue, tacks, push pins, staples, nails or other forms of attachment that could damage or mar the walls or woodwork.

The town will supply approved removable wall mounting tabs for decorating purposes at the renter's expense, upon request. No substitutions are permitted.

- **Helium balloons are prohibited from the Enfield Community Building.** Non-helium balloons that *do not float* and streamers are welcome. Streamers should not be glued, tacked, taped or nailed onto the infrastructure.
- No candles are allowed, except celebratory cake or ceremonial candles.
- **No smoking. Smoking is prohibited in all municipal buildings, per Revised State Statutes Annotated, Chapter 155:64-77.** Exception: Lions Club members are permitted to smoke in the Lions Club meeting room at the Enfield Community Building ONLY.
- Music may be played only at levels that do not disturb the neighbors.
- Community based groups undertaking fundraising efforts that require intensive use of the facilities must have the water meters read both before and after the event and will be responsible for the actual cost of usage.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the function.
- Enfield Safety Agencies reserve the right to monitor the use of all municipal facilities during any event under circumstances, which may appear to be unusual, rowdy or excessively noisy, at the cost of the renter.
- In the event of a private function, versus a community group meeting, the Town shall avoid scheduling of any other group, either public or private.
- The Enfield Community Building has two coat closets for your use. A small one is located in the main entry area and a second larger one is located at the bottom of the front stairway.
- The Enfield Community Building was built through the generosity of the Enfield-Mascoma Lions Club. The Lions Club reserves the right to enter their meeting room at any time. The Lions Club will be notified when private events are scheduled. All reasonable care will be taken to avoid the use of the facility on those dates.
- The sign at the entrance to the Community Building Parking Lot can be changed to prohibit public parking during a private event. Please return the sign to the position that allows public parking when your private event is completed. Community Organizations that are not paying for the use of the facility should not restrict parking in the lot.

- The Town Manager is authorized by the Enfield Board of Selectmen to implement and monitor these rules at the Enfield Community Building. In the event that the Town Manager is unavailable or unable to implement and monitor these rules the Enfield Board of Selectmen, or their designee, shall assume that responsibility.

Failure to obey these Policies & Procedures may result in revocation of privileges to use municipal property for future functions and/or legal redress.

**Adopted December 13, 2004
Enfield Board of Selectmen**

**Revised September 6, 2006, Board of Selectmen
Revised May 14, 2007, Town Manager
Revised April 26, 2012, Town Manager**

Applicant's Checklist

Please check off items as completed. Have you remembered to...

- ☐ wash, rinse and sanitize dishes & kitchen utensils used?
- ☐ drain and manually shut off the dishwasher?
- ☐ turn off stove hood and air fan?
- ☐ turn off all appliances, including the coffee maker, ovens and stove burners? The coffee maker and pass-through salad cooler must be turned off at the breaker. The panel is located in the kitchen.
- ☐ sweep, vacuum and/or mop floors as appropriate?
- ☐ clean the bathrooms and kitchen (where applicable)?
- ☐ remove your trash?
- ☐ return chairs and tables to their rightful places?
- ☐ turn down the heat to 65 degrees?
- ☐ turn off the lights?
- ☐ take all leftover foodstuffs with you?
- ☐ leave the space as you found it?
- ☐ return the key to the building to the Town Manager's Office?

Please remember that others use this space and it may be scheduled for use again on the day following your event. There is no allowance made for you to return at a later time to clean up or remove items left behind. Please take all of your trash, foodstuffs, and other belongings with you at the conclusion of your event. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the town offices.

Date of event: _____

Signature of Applicant: _____

Please leave this completed check sheet on the counter by the door exiting from the kitchen. This will be used as part of the evaluation for the return of your cleaning deposit.