

*Deep River Town Hall Restoration Association, Inc.*

*Post Office Box 127*

*Deep River, Connecticut 06417*

POLICIES FOR THE USE OF THE DEEP RIVER TOWN HALL AUDITORIUM

Resolution of May 13, 1999; Revised November 12, 2004

The Board of Directors of the Deep River Town Hall Restoration Association, Inc. ("Association") hereby resolves as follows:

Section 1. Statement of Purpose

The purpose of this resolution is to establish a uniform policy for the use of the Auditorium located in the Town Hall, including but not limited to scheduling and running of events, establishing rules for use and ensuring the users' conformance therewith, promoting the facility to potential users, contracting with parties for use, and managing regular maintenance and repair.

Section 2. Eligibility for Use of the Auditorium

- A. The Town Hall Auditorium shall be available for use by the following organizations in accordance with these regulations: (I.) Town government; (II.) Association sponsored activities; (III.) Non-profit groups based in Deep River; (IV.) Other non-profit groups; and, (V.) Activities of commercial organizations and private functions which in the opinion of the Association are beneficial to the community.
- B. In the event of a conflict in Applications and/or need for use of the Auditorium, the enumeration shown above shall establish the order of priority; otherwise, the Auditorium shall be available on a first-come, first-served basis. All of the foregoing shall be determined in the sole and absolute discretion of the Association.

Section 3. Reservation and Application Policy

- A. Reservations will be made only in the name of an individual or a duly-established organization. Said individual or duly-authorized representative on behalf of the organization shall agree to be responsible for proper use and clean-up of the Auditorium, and any damage to equipment, furnishings and building.
- B. The Association may decline Reservation of the facility. In cases of emergency, or failure at any time to comply with any of the policies set forth herein, the Association may cancel Reservation of the facility.
- C. Applications shall be available from the Deep River Town Clerk, and by such other means as the Association may from time to time deem appropriate. Completed Applications must be submitted directly to the Association. To ensure adequate scheduling time, Applications must be submitted five (5) weeks prior to the first use of the Auditorium. Acceptance of Applications and approval of thereof shall be subject to prior scheduling of restoration work, repair and maintenance of the Auditorium, and/or events, and the sole and absolute discretion of the Association. Incomplete Applications shall be returned to the applicant, and approval of use may be delayed.
- D. The applicant shall indicate on the reservation form the maximum number of persons who shall use the auditorium. Currently, and until further notice, the maximum occupancy of the Auditorium is 130 persons, including at least one Association Director per event and such

other officials as the Town may require (e; g., constable, fireman, etc.)

- E. Reservations will be considered secure when an Application has been signed with the approval of the Association and returned to the applicant, and the applicant has provided the cleaning deposit and Certificate of Insurance (see Paragraphs F. and G., immediately below.)
- F. The Association shall require a \$150 deposit to cover any potential damages to the facility or costs of cleaning after an event. The deposit must be received at the Association Post Office Box no later than two (2) weeks prior to the event. Refund of the deposit will be subject to the Auditorium being left in satisfactory condition.
- G. The Applicant must have liability insurance of at least \$1,000,000 covering its use of the Auditorium. Applicants must provide a Certificate of Insurance showing the Town of Deep River and the Association as additional insureds, to be received at the Association Post Office Box no later than two (2) weeks prior to the event.
- H. The Application shall identify equipment, decorations or items to be obtained and used in the Auditorium by the Applicant at any event, such as scenery for stage performances, sound/lighting or other equipment, signs, etc., the use of which shall be subject to the approval the Association, which approval may be withdrawn at any time.
- I. All equipment belonging to the Association, such as lighting, sound, projector, staging, scenery, etc., shall be available for use in the sole and absolute discretion of the Association, and only under the direct supervision of an Association Director. Expressed prior approval to use the Association's equipment must be obtained by the Applicant, and a fee for such use may be charged.

- J. Applicants must make arrangements for an Association Director to be present during each use of the Auditorium.
- K. Those using the Auditorium shall abide by all rules and regulations of the Association and the Town with regard to the use of the facility, all local, state and federal laws and all required permits or licenses. The person or organization reserving the Auditorium shall be responsible for ensuring that all persons on the Town Hall premises during the event comply with this section during and in connection with the reserved use.

#### Section 4. Use of the Facility

- A. The use of alcoholic beverages is prohibited.
- B. Charging admission fees to any event, and/or the sale of any items or services for any reason in connection with any event, are prohibited unless requested on the Application and approved in advance.
- C. Serving food or beverages at event is prohibited unless requested on the Application and approved in advance. When approved, food and beverages shall not be served or consumed in the seating area.
- D. Smoking is prohibited in the facility.
- E. The applicant reserving the facility is required to restore the facility to the conditions existing prior to the Reservation engagement.
- F. Uses approved by the Association are limited to the Auditorium, access stairways and elevator, and public restrooms, and specifically do not include other areas of the Town Hall.
- G. NO pins, tacks, nails, screws, staples, glue or tape shall be used on any surface within the Auditorium, nor any device which penetrates or adheres to any surface within the Auditorium. Surfaces include, but are not

limited to walls, floors, ceilings, railings, woodwork, trim, stage area, curtains, fabrics, seats, windows, and stairways. Violation of this policy shall result in automatic forfeiture of the \$150 deposit.

- H. NO flame-producing, incendiary or explosive equipment or devices shall be used.
- I. The Association may deny future Reservations to groups which do not conduct themselves in accordance with the provisions of this policy, and events in progress and/or future events of such groups may be may cancelled.

Section 5. Indemnification and Miscellaneous.

- A. The person or organization reserving the Auditorium shall agree to defend, indemnify and hold harmless the Association and Town and their Boards, commissions, officials, officers, employees, contractors and agents for all damage and/or injury to persons and/or property which arise from or in connection with the reserved use of the Auditorium, and for losses resulting from the same which are not covered by insurance.
- B. The Association and the Town shall have no responsibility for lost articles, or for accident or injury to any person or damage to any property on the grounds to the Town Hall or in the building during the reserved use.
- C. Users of the Auditorium may be subject to policies, requirements or regulations other than those established by the Association and contained in this booklet. The reserving party shall be responsible for ascertaining whether any such requirements, etc., apply, and the Association accepts no responsibility to inform or notify applicants or users of the same. As a courtesy, the Association advises that it has been aware of requirements, in the past, that a volunteer firefighter and a constable be on duty in the Auditorium.

**The Board of Directors of the Deep River Town Hall Restoration Association, Inc. extends wishes for successful and safe events to all who use the Auditorium. The policies in this booklet are designed to make this possible for today and for the next 111 years. Questions regarding the use of the Auditorium or these policies, or about the Association, may be directed to Post Office Box 127, Deep River, Conn. 06417, or to any of the Association's Directors or Officers listed below.**

Joseph Miezejeski, *President*  
William L. Bouregy, *Vice-President*  
Betsy James, *Secretary*  
Jody Mislick, *Treasurer*

William C. Dolle   Nancy King   Ted Mackenzie  
Kurt Roemhild   Frances Strukus   John D. White, Jr.

*The Deep River Town Hall Restoration Association, Inc. is a 501(c)(3) charitable tax-exempt organization. Donations are accepted and gratefully appreciated.*