

Town of Sweden, Maine Meeting House Use Policies and Agreement
Adopted Nov. 2004, revised June 25, 2013

The Town of Sweden recognizes that the Town Meeting House (meeting house) is a community asset. To minimize the burden on taxpayers, a users' fee will be charged.

Priority of Use:

1. Municipal functions (town meetings, public hearings, elections, etc.)
2. Organizations supported by; or directly related to the municipality (Sweden volunteer fire department, non-profit organizations such as the Sweden historical society, etc.)
3. All other groups on a first come, first served basis.

Fee for Use:

1. Resident or non-resident taxpayer: \$50 per day plus a \$50 custodial fee which may be returned in part or in whole if and only if there is no additional work required by the town to put the meeting house into service (for example the town does not have to remove the trash, clean the premises or repair any damage).
2. Non-resident or Nonprofit group not supported by or directly related to the town: \$250 per day plus a \$50 custodial fee which may be returned in part or in whole if and only if there is no additional work required by the town to put the meeting house into service (for example the town does not have to remove the trash clean the premises or repair any damage).
3. Municipal Functions: No Fee for the town meeting or for non profit organizations directly related to the municipality but an agreement must be signed.

Regulations: The selectmen are authorized to grant approval for the use of the meeting house in accordance with this policy and the following regulations:

1. Request for the use of the meeting house must be made in a timely fashion to the town clerk. The process shall be to call first and check if the dates are available. An agreement shall be completed and returned for authorized signature. No date is confirmed until agreement has been signed by both parties and fees if required, have been paid. The town clerk will bring the application to the attention of the board of selectmen for approval at the next selectmen's meeting.
2. The Town reserves the right to deny anyone or any organization the use of the meeting house when in the opinion of the town clerk, the selectmen or the Oxford County sheriff the use may jeopardize the safety of the public; such activities might overtax the capacity of the building; create an untenable traffic or parking situation; or when such use would not be in the best interest of the inhabitants of Sweden. The sheriff and/or the selectmen may require police coverage of certain events, the cost of which will be borne by the lessee.
3. The lessee(s) shall be held liable for any damage to the meeting house, facilities or premises incurred during the period reserved under this agreement. Damage must be reported to the town clerk or one of the selectmen. No nails or screws may be driven or screwed into walls, doors, floors.
4. The lessee(s) shall be responsible for cleaning, picking up and removing any and all materials they wish to retain following an event. They shall also be responsible for turning out the lights and locking the hall.
5. The lessee(s) shall be responsible for removing trash and taking it to the dump.
6. Tables and chairs may not be taken or used outside of the building.
7. Signs may be put up outside of the meeting house up to two weeks in advance of the event; with permission of the town clerk.
8. Keys for the meeting house may be obtained by contacting the town office (207)-647- 3944 and making arrangement with the town clerk or a selectman prior to the event. Due to limited office hours; it is suggested that this be arranged at least a week prior to the event.
9. The use of alcohol is prohibited.
10. There is no smoking in the Town meeting house or within 50 ft. of the building.
11. The wood stoves are ornamental; and are not to be used.

Town of Sweden Meeting House Use Agreement

- _____ Municipal function or function of an organizations supported by; or directly related to the municipality – No Fee.
- _____ Resident or non-resident taxpayer \$50/day rental plus a \$50 refundable custodial fee.
- _____ Non-resident or nonprofit group not supported by or directly related to the town. \$250 per day plus \$50 refundable custodial fee.

Date Submitted: _____

Lessee(s): _____

Address of Lessee(s) _____

Email Address of Lessee(s)

Contact person 1 _____ Phone: _____

Contact person 2 _____ Phone: _____

Nature of event: _____

Date(s) and time(s) of event: _____

Rental Fee Req'd ? \$ _____ Paid _____ Custodial Fee Req'd ? \$ _____ Paid _____

Name of authorized recipient of keys: _____

I have read and understand the policies, regulations and rules governing the use of the Town Meeting House and kitchen. I accept full responsibility for the activities of the group that I am representing in this agreement. I also understand that I am responsible for reimbursing the town for the costs related to any and all damage that may occur.

Signed: _____ **Date:** _____
(Lessee)

Signed: _____ **Date:** _____
(Selectman)

Keys issued (date): _____ Signed: _____
(Municipal Employee)

Keys returned (date) : _____ Signed: _____
(Municipal Employee)

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Please note the following steps in the approval process:

1. Contact town clerk for availability and copy of the Agreement.
2. Town of Sweden Meeting House Use Agreement returned with fee to the town clerk.
3. Board of selectmen approve (or deny) application. They have the right to request the opinion of others in order to make their decision if they feel it is warranted (the sheriff, fire chief, etc.).
4. Meeting House Use Form is returned to the town clerk; who notifies lessee(s) of approval or denial.
5. After the event, the town clerk and/or selectmen check the building for cleanliness and/or damage and get the keys back from the lessee(s).
6. Custodial fee is returned if and only if there is no additional work required by the town to put the meeting house into service (for example the town does not have to have the trash removed, clean or repair any damage).
7. If any damage is found; the lessee(s) shall be billed for the actual cost to repair damage.

Rules for the use of the Town Meeting House and Kitchen

- Persons using the kitchen must **supply their own trash bags** and **remove** all of their own trash after the event.
- The town supplies toilet paper and paper towels in the bathroom.

Use of kitchen ware:

- Scrape all pots, pans, dishes and utensils into the trash before washing. The sinks **do not** have a garbage disposal.
- Use the 3 bay sink for washing all kitchen ware. Fill the **first sink** with hot soapy water to wash, the **second sink** with hot water to rinse and the **third sink** with cool water and 1 tablespoon of bleach for the final rinse. Set on the counter to air dry.
- There are 3 plastic dish pans for washing and rinsing the dishes.
- If using town towels and hot pads; please have them washed and return them as soon as possible to the town office.

Floor Cleaning:

- Sweep all floor surfaces including the bathrooms and the stage if they have been used.
- Mop all floor surfaces. After using the mop, squeeze it out and leave it to dry over one of the mop buckets, **not the sink.**

Tables and Chairs:

- Check with the town office concerning the next use of the facility to see if tables should be left up or arranged differently.

Bathrooms:

- Bathrooms must be cleaned after each event. Wipe down the sink area. Remove trash. Spray and wipe down the toilets. Clean floor.

Main Hall:

- To avoid scratches; do not drag any object across the floor.
- Seating areas along each wall must be wiped down after each event.
- Please do not allow children or others to run/walk on the seating areas along the wall.
- To avoid damage to walls and painted surfaces; check with the town office before hanging posters or decorations.

Grounds:

- Remove all trash from grounds surrounding the meeting house. This includes cigarette butts.
- **Smoking is not allowed in the meeting house or within 50 ft. of the building.**

Returning the Key:

- When finished; shut off all of the lights and lock both the front and back doors.
- **Do not touch the thermostat.**
- The town clerk or a selectman will inspect the premises to ensure that it is clean and in proper condition before the custodial fee is refunded.
- Return the key at the arranged time.