

Town of Hamilton, NY

Community Meeting Room

Policy on Room Use

Approved by Resolution on April 14, 2022 by Hamilton Town Council.

The Town of Hamilton is proud to offer the opportunity for the community to have use of the Town's Community Meeting Room which was in response to a need for more meeting spaces that were open to the public. There is no fee for using the room. The room is available for municipalities, government agencies, and non-profit organizations. Individuals and Businesses are not permitted at this time but are referred to local community centers or libraries for their purposes.

Priorities of Use:

The Community Meeting Room is to be used for meetings/events/programs with priority given in the following order:

1. **Town of Hamilton's Use for Boards, Committees, and Staff.**
2. **Other Municipalities and Government Agencies**
3. **Local Non-Profit Organizations**
4. **Organizations from outside Town of Hamilton**

General Information:

The Town Clerk's Office will be responsible for approving and scheduling an organization's use of the Community Meeting Room. All organizations using the Community Room must agree to this Policy on Room Use.

Maximum room capacity is 29. Furniture use may impact that number. The Town has 29 chairs and a variety of tables available for use. All organizations using the facility are expected to return the room back to the way it was found, including tables, chairs, and any other items. **Please add additional time needed for set-up and clean-up of the room on the request form.**

Groups are responsible for advertising their own events. The Town reserves the right to list any scheduled event in the Community Meeting Room on its calendar.

Food and drinks are allowed but items must be removed from the room and the refreshment area cleaned post use. A water fountain is available in the lobby including a water bottle fill station.

Non-profit organizations: Upon request, your organization may be required to provide proof of non-profit status.

Code of Conduct & Agreement for Use of the Community Meeting Room

- Use is based on a first come, first served basis. The room can be reserved a maximum of 3 months in advance. Due to the nature of Town public meetings, which may be scheduled after a room request has been approved, a group may be asked to reschedule their meeting if the Town is unable to work around the group's request. The Town will do their best to be considerate of all scheduled requests. Under certain circumstances, cancellation may occur within 24 hours of scheduled use.

- Room use does not constitute the endorsement of the Town.
- A group may request short term on-going use, such as a 6-week series, however, no organization may acquire permanent rights to the room use. The Town reserves the right to limit room use to equitably accommodate requests.
- An adult must oversee all activities in the room and be present and responsible at all times. Group members are responsible for the supervision of any accompanying children.
- Fundraising or sale of items, goods, or services is prohibited.
- Groups using the room are responsible for room set-up according to their needs and are expected to return the room to the original condition, including returning all furnishings and moveable items to their storage areas in the room at the close of the program.
- All groups are responsible for wiping down surfaces after each use. Wipes will be provided by the Town and can be found in the bathroom or in the meeting room.
- All groups are responsible for sweeping the rug of any crumbs, etc. from use. A carpet sweeper is available in the storage area of the room.
- Groups may not adjust the thermostat.
- Smoking is not permitted in the building, near the building or on the grounds. Smoking is permitted in the public parking area across from M&M Press.
- Use of alcohol is prohibited in the building or on the grounds.
- A handicap accessible restroom is available in the lobby.
- Any violation of this policy may result in the denial for future requests.

Room Use Exit Form:

- All groups **must** complete and return a Room Use Exit Form **each time** the room is used. Copies of the form will be available at the entrance of the Community Meeting Room. Your cooperation is appreciated.
- Please hand into the Town Clerk's Office if during regular business hours or leave the completed form and any keys, if provided, at the small table at the entrance.

Security and Emergency:

- Groups may not prop open external doors for security reasons other than assisting people entering or exiting the building. The Community Meeting Room door should be closed during programs and meetings.
- **In the event of an urgent issue or emergency, please notify the Town Clerk's office immediately or call 911 as appropriate.**
- The Town Hall does have a fire alarm system. In case of an emergency or if the alarm sounds off, please exit the building immediately.

Audio/Visual Equipment:

- The meeting room has a projector available for use. You must provide your own laptop.
- The meeting room also has a large screen tv that connects to a laptop. Please schedule a time prior to your event to learn how the system works.

General Health Considerations:

- Room use is at your own risk.
- All guests and users will be required to follow NYS and Madison County general health guidelines regarding mask wearing, social distancing and occupancy limitations, which are subject to change. Signage at the entrance of the building will indicate current requirements or recommendations.

- The Town's HVAC system allows for fresh air circulating throughout the day. Windows may be opened if needed, but please inform the Clerk's Office at the end of the meeting to ensure proper closure of the windows. The Town prefers that windows are only opened if absolutely necessary.

Parking: The Town Hall only offers 4 parking spaces, including 1 handicap spot, in front of the building which is used by customers during open business hours. Anyone using the meeting room will have the option to park in a public parking area located across from 37 Milford Street (M&M Press Building) or along Milford Street where parking is permitted. Please do not park along the side of the building, nor in front of 40 Milford Street as that is a private business. Thank you for your understanding.

Insurance Requirements:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy. The policy naming the municipality as an additional insured shall:
 - a. be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - b. contain a 30-day notice of cancellation;
 - c. state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
 - d. additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- B. The user agrees to indemnify the municipality for any applicable deductibles.
- C. Enclose a copy of the endorsement providing additional insured status.
- D. Required Insurance:
 - a. **Commercial General Liability Insurance**
 - i. \$1,000,000 per occurrence/ \$2,000,000 aggregate.
- E. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

AGREEMENT:

By signing the Request form, the organization or responsible person agrees to abide by the rules and regulations of the Town of Hamilton. Contact person listed assumes responsibilities and must be present during use.

Further, the organization or person agrees to save and hold harmless the Town of Hamilton from any and all liabilities and claims arising out of or caused by any acts of the organization or person, its agents, servants, employees, members, and suppliers.

The Town of Hamilton will be responsible for all routine maintenance, cleaning and care of aforementioned premises leased. The organization or person shall be responsible for the repair of any damage to the aforementioned premises leased caused by any intentional or negligent act or omission of its employees, agents, or invitees. The organization or person shall not be responsible for any damages caused by ordinary wear and tear.