

Leverett Town Hall Rental Policy

Voted September 8, 2026

This policy is for the rental of the Town Hall meeting/function areas. The building is made available as a community service and use of the building in no way constitutes an endorsement of the program or philosophy of the group or individuals using the facility. The Town of Leverett is not responsible for the supervision of children, or for injury to persons or property that occur while any portion of the Town Hall is being used.

Tables, chairs and other Town Hall equipment are not loaned or rented out of the building.

Use Guidelines:

1. Reservations for the use of the Town Hall are made on a first come, first serve basis through the Selectboard Office, which can be contacted at selectboard@leverett.ma.us or 413-548-9150. Residents and groups from Leverett are given preference for availability. Repetitive use and other unique requests require Selectboard approval.
2. Rental of the upstairs room is by permission of the Selectboard only. If the renter wants to use the remote meeting technology and furniture in place upstairs, then the renter will be required to pay to have a trained person of the town's choosing run the equipment. If the renter wants to use the upstairs room with the remote meeting equipment and furniture moved, then a \$500 deposit will be required and the renter will have to pay a Town employee to move the remote meeting equipment and furniture prior to the event and to replace the complete set up after the event. Dancing in the upstairs hall is prohibited.
3. If the renter wants to use the remote meeting technology available downstairs, then the renter will be required to pay to have a trained person of the town's choosing to set up and run the equipment.
4. The Selectboard has the right to deny any request for Town Hall rental.
5. Renters must be 18 years of age or older.
6. Renters may be required by the Selectboard to arrange for police coverage of the event.
7. Renters are responsible for any damage done to the Town Hall during the rental period.
8. The building should be left as found. Renters are responsible for set-up and break-down of their event. **See section on Clean-up.**
9. Renters must have prior approval of the Selectboard for use of amplification, microphones or music. The Selectboard has absolute discretion in allowing or denying amplification, microphones or music.
10. Occupancy is limited to 95 persons downstairs and 45 persons upstairs.
11. The limited pieces of town owned food service utensils are available for renter's use in the kitchen.
12. Alcoholic beverages and smoking are prohibited in the Town Hall and in all Town Buildings.
13. Fire and open flames, including candles or use of the fireplace, are prohibited.
14. Do not use tacks or tape on the walls or the woodwork, do not hang anything on the walls without permission of the Selectboard Office.
15. Children must be supervised by the renter at all times.
16. Parking is available behind the Town Hall in the parking lot.

17. Events must end by 11:00 p.m.
18. Advertisements and notices for non-town programs must note that the Town of Leverett is not a sponsor of the event.
19. Storage space is not available.
20. Tables should be covered when glue, paint or other materials that could mark furniture are used. Upstairs tables and chairs cannot be used with glue, paint or other materials that could mark furniture.
21. Duplication of the Town Hall key is prohibited. One key provides access to all of the exterior doors. Arrangements for the key should be made with the Selectboard Office.

Failure to comply with these Use Guidelines may jeopardize renter's future use of the room.

Insurance:

Renter will indemnify and hold the Town of Leverett harmless for any injuries sustained during the rental of the Town Hall except if caused by the Town's intentional or grossly negligent conduct.

The following assurances of insurance shall be obtained for the event:

For One-Time Large Events, Such As Wedding Receptions Or Parties:

Coverage limits: the renter shall carry General liability coverage for personal injury, bodily injury and property damage including Products and Completed Operations with limits not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Such insurance shall be written on an occurrence basis. This policy shall provide coverage on a primary and non-contributory basis and name the Town of Leverett as an "Additional Insured". Copy of this policy or certificate must be given to the Selectboard Office prior to rental date. One-day event coverage can be obtained by contacting one's personal insurance carrier and may be least expensive as a one-time addition to one's homeowner's policy. The Town's insurance carrier, MIIA, also can provide this insurance, but probably at a higher cost. MIIA can be contacted at 800-526-6442. If the renter is not organized to the point of having insurance, the renter should complete and sign the Lessee's Indemnification Statement, copy attached.

For Non-Town Affiliated Groups That Meet In Or Utilize the Town Hall:

If the group has its own insurance, such as a church, the organization should ask their insurance carrier to list the Town of Leverett as an "Additional Insured" for all events and uses of the Town Hall. This coverage should not add cost to the organization's insurance. Coverage limits: the renter shall carry General liability coverage for personal injury, bodily injury and property damage including Products and Completed Operations with limits not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Such insurance shall be written on an occurrence basis. This policy shall also provide coverage on a primary and non-contributory basis. Copy of this policy or certificate must be given to the Selectboard Office prior to rental date.

If the group is not organized to the point of having insurance, the chairperson or head of the organization should complete and sign the Lessee's Indemnification Statement, copy attached. This form only needs to be signed once for coverage of multiple uses of the town facility, but should be updated if the chairperson or head of the organization changes.

Food Preparation:

The Town Hall kitchen is not licensed or inspected and food preparation on the premises is not allowed unless special arrangements are made.

Clean-up:

After use, please ensure that the areas used are as clean as when you started. This includes washing tables, sweeping floors, spot mopping if necessary, wiping down sinks, stove, counters and refrigerator.

Do not leave any food in the refrigerator or freezer.

Cleaning supplies are in the Custodian closet off the front foyer.

Furniture should be left arranged as found. Do not drag furniture along the floor.

Close windows and doors.

Turn off lights, both floors, inside and outside (except the back door motion sensor light).

Check bathrooms and clean if needed.

Lock all entrances (including crash bar on front door).

When leaving the building, set thermostats at 60°.

Renters are responsible for removal and disposal of the trash that they generate.

Fees:

Rental fees for use of the facility are set as follows:

Rental by an individual, private group, non-profit or community group	\$25 per floor
Events sponsored by town boards or committees:	no fee
Refundable cleaning deposit (refunded to renter if no loss or damage is incurred to the building or its contents during the event)	\$200

All checks should be made to the Town of Leverett.

Authorization:

I have read and understand the Leverett Town Hall Rental Policy and agree to its provisions.

Name (written) _____ Signature: _____

Organization (if applicable): _____ Date: _____

Email address: _____

Phone: _____ Date of Town Hall Use: _____

Rental Fee of _____ received / not received

Cleaning Deposit of \$200 _____ received / not received

Check # _____

- ☐ I have enclosed a self addressed and stamped envelope to return my check after the event
- ☐ Please destroy my check after the event

Proof of Insurance or signed Hold Harmless Agreement _____ received / not received