

TOWN OF SCITUATE
Department of Public Works
One Lincoln Circle
North Scituate, RI 02857
(401) 647-3366

TOWN BUILDINGS & FACILITIES USE REGULATIONS

1. Permits for the use of a Town Building or Facility (“Premises”) are good only for the time and dates specified on the permit form approved by the Director of the Department of Public Works of his/her designee (“Director”).
2. Permits for the use of a Premises shall be limited to residents of the Town of Scituate.
3. Permit holders are responsible for the behavior of all participants, and must insure the facility is left in a clean, safe, and orderly condition, without physical damage. NOTE: Use of the Chopmist Community Room is subject to the approval of the Senior Services Director. The Director shall ensure that use of said facility does not unduly disrupt on-going events and/or senior services operations.
4. Permits may be revoked at any time for misuse of the facility, violations of any Town Ordinances, regulations, or violation of any special requirement(s) or condition(s) outlined below.
5. Absolutely no alcoholic beverage on town property without the prior approval of the Town Council.
6. Permit holders are required to submit to the Director proof of event insurance for the time and date of the event. Event insurance can be obtained from your insurance agent or may be obtained on-line through the RI Interlocal Risk Management Trust (the Town’s insurer). The Director can provide the necessary contact information to facilitate obtaining the necessary insurance coverage.

BUILDING USE/RENTAL FEES

Scituate Organizations:	No Fee
Scituate Residents:	\$50.00
Congregational Church (non-resident):	\$200.00
Security Deposit (Refundable)	\$100.00

The person or organization may be billed for any damages occurring as a result of this event; the Security Deposit shall be paid separately and within thirty (30) days of the

event. The Security Deposit may be applied towards the remediation of any damages to the property.

Fees and Charges must be paid by check or money order in advance of the event. All payments shall be made payable to the "Town of Scituate." The Security Deposit shall be refunded within ten (10) days of the event provided there is no damage. In the event that there is damage, a letter shall be sent to the Contact person within the ten (10) day period.

ADDITIONAL CHARGES

Custodian: If required. Custodian's salary will be in compliance with state and federal laws at the current rate paid by the Scituate DPW. Minimum pay is for four (4) hours. Time includes preparation and cleanup. DPW will pay the custodian and in turn bill the organization for the custodian's salary.

Police: (if the Director of DPW deems necessary) Must be arranged with the Scituate Police Department, 115 Main Street, Hope, RI (401) 821-5900; arrangements must be directed to the Chief of Police.

Kitchen: If the kitchen is to be used, all items must be cleaned and accounted for by organization or individual renting the building.

BUILDING USE FORM
REQUEST FOR USE OF BUILDING

Date of Request: _____

Person/Organization Requesting Use: _____

Facility Requested: _____

Day/Dates Requested: _____

CONTACT PERSON

Name: _____

Telephone #: _____

Address: _____

Signature: _____

Facilities Requested

Potterville Community Room

Chopmist Community Room

N.S. Community House

Congregational Church

Hall

Kitchen

Chopmist Center Meeting Room

Other (_____)

Restrictions/Conditions/Comments:

DPW USE ONLY

Approval: _____

Date: _____

**FACILITIES USE RELEASE, WAIVER AND
ASSUMPTION OF RISK**

In using the Town of Scituate (“Town”) properties pursuant to the Building Use Agreement (“Agreement”), I hereby assume all of the risks of injury, including serious injury or death and agree to indemnify and hold the Town, the Council, and its employees harmless from liability. I further understand and agree that in consideration for being granted access to and the use of the property and facilities of the Town, I assume any and all risk with respect to such access and use, and hereby release the Town, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Signature

Date