



TOWN OF CASCO FACILITIES USE POLICY

I. PURPOSE

The Casco Community Center ("Community Center" or "Facility") is a multi-purpose space designed to serve as a meeting hall, community recreation building, and special event center. The purpose of this policy ("Policy") is to regulate its use to ensure maximum benefit to the residents of Casco. The Town of Casco ("Town") sets forth the following rules and regulations for the management and protection of this public facility owned by the Town and for the safety of the persons lawfully entitled to use same. The Town further recognizes that the Community Center is a substantial municipal asset intended to provide the Town with resources and services that promote community activities.

II. MANAGEMENT OF FACILITY

- A. The Town Manager shall be responsible for the oversight and management of the Community Center. The Recreation Director shall manage the Community Center's daily operations and schedule and provide the Town Manager with regular reports regarding the same.
- B. The Town Manager will review and resolve operational issues or inconsistencies that relate to this Policy.

III. DEFINITIONS

- A. **Recurring Reservation.** A recurring reservation is a reservation of a space for four (4) or more dates spaced at regular intervals.
- B. **Renter.** A renter is an individual, group, or entity, that has had their facility reservation request approved.

IV. PRIORITY OF USE

The Town retains the right to make individual decisions regarding the use of all public facilities including, but not limited to, the right to deny the use of or reservation request for the Community Center.

- A. Reservation requests are granted based on the availability of staff to process and approve the request, and in accordance with the priority use order outlined in Part IV.B.
- B. The priority order of uses is as follows:
 - 1. Town Boards and Committees Meetings and Functions;
 - 2. Town Department programmatic uses in accordance with the Community Center's intended purpose;
 - 3. Service Groups, Non-Profit Organizations, and MSAD #61;
 - 4. Special Events - Weddings, Birthdays, etc.;
 - 5. Special Interest Groups / Commercial.

- C. The Town reserves the right to cancel or reschedule reservations if a Town function, such as public hearing or special Town Meeting, so requires. The Town will make a reasonable effort to accommodate existing reservations to prevent cancellation and/or rescheduling.

IV. AVAILABLE SPACES

<u>Designated Area</u>	<u>Concentrated People Capacity</u>	<u>Mixed Use Seating Capacity</u>
Casco Community Center - Entire Space	211	270
Large Meeting room	134	75
Small Meeting room	77	30
Kitchen	5	5
Gymnasium*	200	100

* Athletic events to be given priority, displaced only by a Town function.

V. RESERVATIONS

All persons or entities who wish to reserve the Facility for their exclusive use must request a reservation from the Recreation Director, complete a Facility Use Agreement and Liability Waiver, submit a refundable damage deposit and, if required, provide proof of insurance.

- A. **Eligibility.** Requests for the use of the Facility must be made by one or more individuals who are at least 25 years of age, and who will be responsible for monitoring and supervising all activities at the Facility during the period reserved. It shall be at the Recreation Director's discretion to waive the age requirement.
- B. **Reservation Request.** Reservation requests shall be made in writing to the Recreation Director's office. Reservation requests shall be made a minimum of three (3) weeks in advance of the requested reservation to allow for review. Unless otherwise specified in section V(E) of this Policy, the Recreation Director is authorized to approve or deny the reservation request. The Recreation Director may accept a late reservation request if they determine that the availability of staff and space requested allows.

The written reservation request shall provide:

1. The name, address, email, and phone number of the renter;
 2. The date and time of the reservation sought;
 3. The space requested;
 4. The number of anticipated attendees;
 5. Whether the reservation is sought for personal or commercial use (and if requesting the gymnasium, whether the reservation is for an athletic event);
 6. Whether the renter will be collecting admission fees; and
 7. Whether any additional permissions are requested pursuant to section VI of this Policy.
- C. **Confirmation of Reservation.** A reservation is confirmed and considered approved only when both the renter and the Recreation Director (or the Town Manager, if required) have signed the Facility Use Agreement, and the renter has signed and submitted the Indemnification and Liability Waiver, paid the full amount of the damage deposit, and paid at least 50% of the facility rental fee (the remainder is due no later than fourteen (14) days prior to the reservation).

No reservation, rental, or use agreement for the Community Center shall be subject to automatic renewal.

- D. **Denial of Reservation Request.** The Town reserves the right to deny a reservation request if the event is reasonably anticipated to be unreasonably disruptive to regular Town functions; too large for the applicable hall capacity; disorderly, dangerous or hazardous to persons or property; or in any other way inconsistent or conflicting with this Policy.
- E. **Town Manager Review.** The Town Manager shall review and approve all requests for recurring reservations, reservations that are for four (4) or more consecutive days, and reservations of six (6) or more days within a two (2) week period. If the Town Manager finds such requests unreasonably restrict the availability of the space for others, the Town Manager may deny the reservation or accept a more limited reservation.
- F. **Required Damage Deposit.** A \$50 refundable damage deposit shall be collected for the use of the Facility that requires a reservation. This damage deposit shall be held by the Town in accordance with Part VI(F).
- G. **Fees.** The facility rental fee shall apply to all renters and shall be in the amount specified in the Town Fee Schedule. The amount of the fee shall be reviewed annually by the Selectboard. Payment of 50% of the facility rental fee is due up front in order to confirm the reservation. The remainder of the fee is due fourteen (14) days prior to the date of the reservation.

The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of providing police and traffic detail, the cost of providing additional restroom facilities, and the cost of additional staff required to ensure the health and safety of the public and safe use of Town property.

- H. **Cancellation.** Cancellations should be communicated to the Recreation Director as soon as practicable. Damage deposits shall be promptly returned for any cancelled event.

A renter that cancels up to eight (8) days prior to a reservation date is entitled to receive a full refund of the facility rental fee. If a renter notifies the Recreation Director of cancellation four (4) to seven (7) days before the reservation date, the renter is entitled to 50% of the facility rental fee. If the renter notifies the Recreation Director three (3) days or fewer prior to the reservation date, no refund of the rental facility fee shall be issued. Notwithstanding these requirements, the Recreation Director and Town Manager may issue a refund if good cause is shown.

The Town reserves the right to cancel or reschedule any reservation or activity for good cause. The Town may cancel any reservation or activity for, among other things, concern that the event is or is reasonably anticipated to be: unreasonably disruptive to regular Town functions or properties that abut the reserved facility; too large for the capacity of the facility or any portion thereof; disorderly, dangerous, or hazardous to persons or property; or be in any way inconsistent with this Policy.

If the Town cancels the reservation, the full facility rental fee and damage deposit shall be refunded to the renter. The Town is not responsible for providing alternative accommodations.

VI. USE REGULATIONS

- A. **Advertising and Signage:** Temporary signage is permitted on the event day(s) and must comply with the Town's Land Use Ordinance and any Facility policies. Unless the reservation relates to a Town-sponsored event, the renter may not state or imply that their program is sponsored, co-sponsored or approved by the Town or any municipal official.
- B. **Alcohol and Drugs:** All forms of smoking, including vaping, and the use of cannabis products and illegal drugs, are strictly prohibited on the premises.

The selling and/or serving of alcoholic beverages is not permitted without the written approval of the Town Manager, proof that the sale/serving of alcoholic beverages is to be carried out by a caterer with a valid liquor license, and proof of the caterer's insurance that fully complies with the requirements of section VI(D) is required.

- C. **Animals:** Except for service animals, no animals are permitted inside the Community Center unless they are part of a scheduled program/event that has received prior written authorization from the Recreation Director for the presence of the animals.
The Town reserves the right to request that any animal, including service animals, be removed from the premises if the animal is not housebroken, or if the animal is out of control and the handler is ineffective in controlling it.
- D. **Caterers, Commercial Vendors, and Commercial Renters:** All caterers, commercial vendors, and commercial renters must carry, and provide proof of commercial general liability insurance in the amount of not less than \$1,000,000, combined single limit. The insurance policy must list "Town of Casco, its employees, and its agents" as additional insured for the duration of the event. All caterers and commercial vendors shall also sign the Town's Liability Waiver.

All vendors must be pre-approved by the Recreation Director.

- E. **Clean-up Requirements:** The rental space must be left in the same condition at the end of your event as it was prior to the event. No personal items or debris of the renter may remain. The Recreation Director will inspect the area to confirm that all clean-up responsibilities have been met and make a determination regarding the state of the facility and the status of the Renter's damage deposit as further outlined in section VI(G).
- F. **Damage Deposit:** The Renter is responsible for all costs of damage caused by the Renter, or guests of the Renter. If, after a reasonable opportunity for inspection, but no later than seven (7) days after the day of the event, the Recreation Director or their designee is satisfied that the facility has not sustained any damage or loss during the renter's reservation, the damage deposit may be collected by the Renter.

If the Recreation Director or their designee finds that the facility has been damaged as a result of the renter's use or the use of their guests, the Town will retain the deposit to the extent of the costs required to remedy the damage. If the cost to repair the damage exceeds the cost of the deposit, the renter will promptly reimburse the Town for the cost of any additional loss or damage. Depending on the extent and nature of the loss, damages, and violations of this Policy found, future reservation privileges may be revoked, and the Town may pursue damages.

- G. **Decorations & Equipment:** Decorations, equipment, or event materials may not cover, block, or interfere with any fire-safety device or exit route. Painter's tape is permitted for use on floors and walls. Other adhesives, such as regular "scotch" tape, glue, staples, tacks, or nails are not permitted. The use of rice, confetti, glitter, bubbles, silly string, and birdseed is not permitted.

Tables, chairs, furniture, and equipment may not be removed from the facility. Any such equipment moved must be returned to its original place at the conclusion of the event.

A renter must be pre-approved by the Recreation Director to use outdoor structures (like tents, arches, or inflatables) at least seven (7) days prior to the reservation. At the conclusion of the reservation, any personal equipment or outdoor items brought for your event must be removed from Town property unless other arrangements have been made with the Recreation Director. Any damage to the building, grounds, or Town-owned equipment is the responsibility of the Renter(s).

- H. **Fireworks, Candles, Open Flames:** Fireworks, candles, and open flames are prohibited on the premises.
- I. **Fire Safety:** Fire extinguishers, required signage, illuminated exit lights, electrical panels, and all exit areas must remain visible, unobstructed, and accessible at all times. All pathways leading to exits must remain clear throughout the event. Failure to comply may result in event cancellation and forfeiture of rental fees and deposit.
- J. **Gymnasium:** Use of non-marking footwear is required. Reservations of the gymnasium for non-athletic events requires approval by the Town Manager.
- K. **Hours of Operation:** No event may begin before 7:00 A.M. The building will be secured at 10:00 P.M. unless the renter receives written authorization from the Recreation Director prior to the event. Activities shall not extend beyond the hours approved in the reservation request. Event activities are permitted only in the areas approved by the Recreation Director in the reservation request.
- L. **Kitchen:** If an event requires use of the kitchen, the Town may require, at the renter's expense, Town staff to operate the kitchen.
- M. **Parking, Camping:** Unless written permission is granted by the Recreation Director, overnight parking and/or camping is not permitted.
- N. **Responsibility for Guests, Activities, and Facilities:** The renter is responsible for all guests, activities, and occupied facilities during the reservation period. The renter may not sub-let the facility or use it in a manner that is inconsistent with the approved use. The renter is responsible for the conduct of their guests and any damage to the facility or others that results from that conduct. The use of the facility must comply with all other laws and Town ordinances, rules, and policies at all times. The renter is responsible for ensuring their guests are adequately and appropriately supervised by the renter or their adult designee until all guests have departed the premises.

All accidents and/or injuries shall be promptly reported to the Recreation Director.

- O. **Security:** A renter may not enter the facility prior to the start of their reservation or remain in the facility after the conclusion of their reservation unless given written authorization by the Recreation Director. The Recreation Director or the Town Manager may in their sole discretion, and at the expense of the renter, require Town staff to be present to open, close, or remain at the facility for an event when they deem it appropriate or necessary.

Adopted this day of August 4, 2026.

Approved by Casco Selectboard:

_____	Robert MacDonald, Chair
_____	Scott Avery, Vice-Chair
_____	Eugene Connolly
_____	Grant Plummer
_____	Joseph DeMartin