

[Municipality Name], Vermont
FACILITY USE AGREEMENT FOR A ONE-TIME EVENT
[Proposed/Approved/Revised/Effective] [MM/DD/YYYY]

INSTRUCTIONS FOR CUSTOMIZING AND USING THIS FORM:

This template for a Facility Use Agreement for a One-Time Event is for guidance purposes only, to help municipalities that allow use of their town hall, parks, or other public facilities for private events to formalize their rental arrangements. Each municipality must customize this agreement and its sibling, Facility Use Agreement for Meetings and Other Recurring Events, to make forms that suit their needs. Once these two forms are finalized, municipal staff will use them in compliance with the municipality's Facility Use Policy every time a person arranges for non-municipal use of a municipal facility – even in cases when the User Fee is waived.

This template is a starting point, not a final product. The municipality may choose to further customize this form to ensure that the end result will suit their needs. They should consider not only the terms of this agreement but also how the form will be implemented (such as whether it will be printed and filled in by hand or filled in on the computer).

Municipalities should ensure that their facilities are available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status protected by applicable state or federal laws or regulations. In a similar vein, municipalities should not discriminate against users of its facilities based on the users' particular viewpoint(s).

Once your municipality has completed its edits of this template, you are advised to seek legal counsel to review the final proposed agreement before adoption and/or use.

This template is designed to allow the municipality to insert its long-term information in the form and leave blanks for variable details that will be filled in by its agent on a case-by-case basis. In customizing this form for your municipality, please refer to the bullet list of instructions below. The final document should have only the information that is accurate for your municipality. If you have any questions, please consult your PACIF Loss Control Consultant.

- *Throughout this template, bold italics show guidance and/or instructions, and prompts in angle brackets [like this] [or like this] show where the municipality needs to insert specific long-term information (i.e. Municipality Name and whatever else won't change from one facility and use to the next) to create the basic form. Please check these instructions and prompts thoroughly and take care to either place long-term information in your form or leave blanks for the municipality's agent or the renter to fill in.*
- *Feel free to change the document formatting to match other documents your municipality uses.*
- *Before releasing or publishing this document, delete all remnants of the template's guidance/instructions, angle brackets, and italicized/underlined text.*
- *We recommend inserting the form's status and date directly below the title on the first page (or wherever you repositioned these fields) for future reference.*

This Agreement, dated _____, is by and between [Municipality Name] (hereafter "Municipality") and _____ (hereafter "User"). This Agreement is not transferrable or assignable to any other person or entity.

In consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. FACILITY.

The Municipality grants a license to User to use _____

(hereafter "the Facility") for the Event and time period contained herein. User's rights under this Agreement include the use of _____ but do not include _____

2. OCCUPANCY. Occupancy of the Facility shall be limited to _____ persons, including User's employees, agents, contractors, licensees, guests, and invitees.

3. EVENT. User is granted a license to use the Facility for the following event and no other purpose: _____

User understands that Municipality does not warrant or represent that the Facility is safe and suitable for User's purposes. User expressly acknowledges for itself and for all persons who will be utilizing the premises and Facility in connection with User's purposes that Municipality is providing the premises and Facility on an "as is" basis.

4. DATE and TERM OF USE. Such Event will take place on _____ (month day, year), from _____ (starting time, with a.m. or p.m.) until _____ (ending time, with a.m. or p.m.). User may enter and occupy the Facility _____ (number of minutes and/or hours) before the starting time of said Event to set up the Facility, and may occupy the Facility for _____ (number of minutes and/or hours) after the end time of said Event to clean the Facility.

5. TERMS OF FACILITY USE. The User understands and agrees to all of the following terms of use:

- The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden in the Facility and on its grounds (parking lots, walkways, etc.).
- Animals are not permitted inside the Facility with the exception of service animals.
- No sign or temporary structure may be placed on the premises without obtaining advance written approval from the Municipality. Any signs or temporary structures placed on the premises by User shall be promptly removed by the User at the end of the Event.
- The Facility, its appurtenances, and any equipment contained therein may not be injured, damaged, marred, or defaced in any way. Neither shall nails, hooks, tacks, or screws be driven into any wall or other part of the Facility.

- User is responsible for cleaning the Facility immediately after the Event. This includes [list of cleaning activities]. *[Specify any cleaning activities that you want done, such as sweeping the floor(s), disposing of all trash in trash receptacles, washing all dishes, wiping kitchen counters and tables, and returning all furniture that was moved for the Event to its original locations.]*
- Use of the Facility shall not create any nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities.
- User is responsible for the cost of all repairs to the Facility required as a result of damage caused by User or User's employees, agents, contractors, licensees, guests, or invitees.
- Vehicles are not permitted anywhere other than in designated parking spaces outside the Facility.
- For all Events involving minors (persons 17 years or under), there shall be at least [number] adult(s) over 18 years of age for every [number] minors for the duration of the Event. *[Specify the numbers that the municipality requires.]*

User also understands and agrees that (i) it is responsible for all actions of its participants and guests; (ii) any person(s) in violation of the foregoing terms of use will be expected to immediately vacate the premises of Municipality; and (iii) Municipality reserves the right to immediately terminate this Agreement and User's use of the Facility in the event of any violation of the foregoing terms of use without liability to Municipality. In the event that User's use of the premises and facilities involves participants who are minors (including the minor children of participants), then User shall be responsible for the safety of all such minors and shall place such minors under the constant supervision and control of a responsible adult.

6. SALE, POSSESSION, CONSUMPTION, AND USE OF ALCOHOLIC BEVERAGES.

The sale, possession, consumption, and use of alcoholic beverages in conjunction with the Event are permitted as contained herein; or not permitted as marked below:

Permitted ☐ Not Permitted ☐ User acknowledgment (initials) _____

- User understands that the sale, possession, consumption, and use of alcoholic beverages in the Facility are subject to state and federal law. User understands that User is solely responsible for obtaining any liquor license or permit that is required by state and federal law.
- User and/or User's employees, agents, contractors, licensees, guests, and invitees shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. User and/or User's employees, agents, contractors, licensees, guests, and invitees shall require proof of age of all persons prior to serving them with alcohol.
- User acknowledges that the Municipality does not condone the irresponsible use of alcoholic beverages. It shall be User's sole responsibility to monitor the use of alcoholic beverages by User's employees, agents, contractors, licensees, guests, and invitees.

7. VACATING FACILITY. At the expiration of the above stated date and time, or upon the earlier termination of this Agreement, User will promptly and peaceably vacate the Facility and remove its employees, agents, contractors, licensees, guests, and invitees and their property from the Facility and conduct the cleaning activities specified in Section 5 of this Agreement so that the Facility is in the same condition (ordinary wear and tear excepted) as at the inception of the Event.

- 8. INJURIES TO PERSONS AND LOSS OR DAMAGE TO PROPERTY.** The Municipality is not liable for any injury to persons or loss or damage to private property which occurs during the Event. User is financially responsible for any damage to or loss of Municipality property that occurs during the Event.
- 9. USER FEE AND SECURITY DEPOSIT.** User will pay the Municipality a user fee of \$_____ at the time of signing this Agreement. At the signing of this Agreement, User will also pay the Municipality a security deposit of \$[insert amount] plus an additional security deposit of \$[insert amount] if alcohol will be furnished, served, or consumed at the Event. *[This template assumes that user fees can vary (e.g. between facilities) but security deposits do not change. However, any unchanging fees or deposits can be specified here, and any variable fee or deposit should have a blank here for the municipality's agent to fill in on a case-by-case basis.]*
- 10. RETURN OF SECURITY DEPOSIT.** Promptly after the Event, the Municipality will inspect the Facility. If no damage has been caused to the Facility, and if cleaning activities specified in Section 5 of this Agreement have been conducted so that the Facility is in the same condition (ordinary wear and tear excepted) as at the inception of the Event, the Municipality will return the security deposit to User by first class mail within seven business days. If damage has been caused to the Facility, or cleaning activities specified in Section 5 of the Agreement have not been carried out, Municipality may retain all or a portion of the security deposit and give written notice to User specifying the amount retained and the reasons therefor. In addition to retaining the security deposit, the Municipality may pursue any additional remedies authorized by law to recover its damages or losses.
- 11. INSURANCE.** User will procure and maintain, at its sole cost and expense, comprehensive general liability insurance for the Event in which the Municipality is named as an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. User will furnish the Municipality with a certificate of such insurance at the time of signing this Agreement.
- In addition to the above, if alcohol will be furnished, served, or consumed at the Event, User agrees to the following additional provisions:
- a. User will procure and maintain, at its sole cost and expense, liquor liability insurance in which the Municipality is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. User will furnish the Municipality with a certificate of such insurance at the time of signing this Agreement.
 - b. If User will contract with a caterer or other third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and liquor liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Municipality and User shall both be named as additional insureds. User will furnish the Municipality with a certificate of such insurance prior to the Event.

- c. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the Municipality. The Municipality shall be named as an additional insured on the host liquor liability insurance.

12. INDEMNIFICATION AND HOLD-HARMLESS. User agrees to indemnify and hold the Municipality, its officers, agents, and employees, harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by User and User's employees, agents, contractors, licensees, guests, and invitees.

13. CANCELLATION. The user fee will not be refunded if notice of cancellation is received by the Municipality less than [insert number] days before the Event, unless the Facility is subsequently rented for the same date. The security deposit will be refunded if the Facility is not used. In the event of a power outage or other event that may render the Facility unusable, the user fee and security deposit will be refunded.

14. RIGHT OF ENTRY AND TERMINATION. The Municipality, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Municipality determines, in its sole judgment, that User has breached a term of this Agreement, the Municipality shall have the right to immediately terminate this Agreement prior to the expiration of its term without any refund to User.

15. CONFORMANCE WITH THE LAW. User agrees that User will abide by and conduct its affairs in accordance with the Municipality's Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. User shall not engage in or allow any illegal activity to occur at the Facility during the contracted time frame for its entry and use.

16. ENTIRE AGREEMENT. This Facility Use Agreement, together with any exhibits or addenda annexed hereto, is the sole and complete expression of the parties' intent with respect to the subject matter hereof. This Agreement may be amended or modified only by a writing countersigned by authorized representatives of each party.

I, _____ (printed name of User), acting on my own behalf and also acting on behalf of _____ (name of organization, if applicable), being fully authorized to do so, hereby waive and release any and all claims against [Municipality Name], together with its various departments, employees, officers, elected officials, agents, and any and all other persons or entities acting on its behalf, from any and all actions of any nature whatsoever asserting any injury, accident, harm, loss, damage, or cost arising in connection with the use of any facilities pursuant to this Agreement, and further undertake to defend and indemnify all of the aforesaid parties against any and all such claims and forever hold them harmless from the same. **I also certify that I have read this form and that all information stated herein, including any information on the facility use policy appended hereto, is true to the best of my knowledge, information, and belief.**

Date: _____

Signature of User

Address of User: _____ Cell phone #: _____

APPROVED BY THE [Municipality Name Here] **Date:** _____

By _____, **duly authorized Agent**