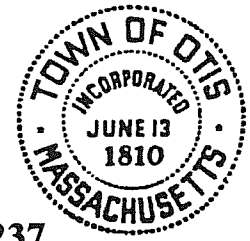


# Town of Otis

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**Board of Selectmen  
Board of Health  
Town Hall, One North Main Road, Otis, MA 01253-0237  
(413) 269-0100**

## **GUIDELINES FOR PUBLIC USE OF MUNICIPALLY OWNED BUILDINGS**

Municipal use requirements will receive first priority in scheduling usage of any town-owned building and may, in emergencies, preempt previously scheduled usage by others.

Preference for use of any town-owned building will be given to local, non-profit organizations or groups. A \$100.00 deposit is required for each scheduled usage to ensure compliance with building use regulations including cleanup of premises and trash removal. Deposits will be refunded provided all use regulations have been met. Certificates of Insurance coverage – in amounts acceptable to the Town of Otis – may be required as well as signing of a waiver holding the town harmless from any claims for damage or injury on the premises. Any alcohol usage on town-owned property must be approved by the Selectboard prior to the scheduled event.

Requests for usage by for-profit organizations or individuals will be considered on a space/time available basis.

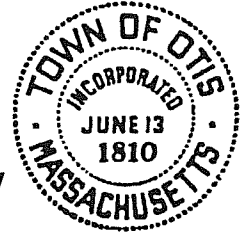
Arrangements for usage must be scheduled at least two (2) weeks prior to the event with the Board of Selectmen's office in writing stating the purpose of usage and date(s) requested. All arrangements must be made by an adult who will be in attendance at all times and responsible for the activities of the group using the building. Daytime telephone numbers must be included with the request to allow for notification if the Board of Selectmen must cancel the usage. A key to the building will be issued on the day of the scheduled usage and must be returned no later than the following day. For scheduled functions on weekends, the key will be issued on the previous Friday only and must be returned the following Monday. A permanent key may be issued for scheduled weekly functions to the adult responsible for the activity and must be returned as soon as possible following the last weekly function.

All groups or individuals using the building will restore the premises to as-found condition following the usage and before leaving the building. This will include returning any equipment used including, but not limited to, chairs, tables, kitchen equipment to proper storage areas and removing all trash from the premises. Any room(s) used must be in broom-clean condition after usage.

Failure to comply with these guidelines may result in canceling of further use of the building by any group or individual.

# Town of Otis

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## USE OF MUNICIPALLY OWNED BUILDINGS ASSUMPTION, WAIVER AND RELEASE

In consideration of receiving permission from the Town of Otis to use the:

- gymnasium
- conference room
- gazebo
- \_\_\_\_\_

the receipt of such permission being hereby acknowledged, the undersigned hereby releases the Town of Otis, its agents, officers, servants and employees, of and from any and all liability claims, demands, actions and courses of action whatsoever, arising out of or related to any loss, damage or injury including death, that may be sustained while in, on, upon or near the municipally owned premises. My signature below also acknowledges that I have received, read and understand the "Guidelines for Public Use of Municipally Owned Buildings" for the Town of Otis.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of Organization (if applicable)

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date of Usage

\_\_\_\_\_  
Printed Name of Responsible Party

Time required (including set up and removal  
of decorations, cleaning, etc.):  
from: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Evening Telephone Number

<b>Office use only:</b>	
ID Card issued: _____	Date: _____
Alarm Code: _____	

**cc: Maintenance Department**