

Town of Lanesborough
83 North Main Street
P.O. Box 1492
Lanesborough, MA 01237
(413) 442-1167, x 20
town.secretary@lanesborough-ma.gov

Facility Use Policy

General Guidelines:

The Town of Lanesborough facilities may be available for private use/rental when not in use by municipal groups.

Reservations will be made on a first-come, first- served basis, and confirmed only upon receipt of a signed agreement with payment.

The user is responsible for all set-up and break down of rooms. The building must be left in the same condition as it was found. The security deposit will be withheld if custodial services are required to restore the meeting rooms.

No alcoholic beverages are allowed in any facility at any time without the express written permission of the Board of Selectmen. If alcoholic beverages are served, proof of insurance must accompany the reservation. If said proof is not furnished prior to the function, no alcoholic beverages will be consumed. No event can be promoted to include the phrase BYOB (Bring Your Own Beverage).

Any and all damages to the building, furnishings, or property will be the responsibility of the user.

Users providing services for a fee must provide the Town with documentation of sufficient insurance, a copy of any applicable license and possibly a complete a CORI check with references.

Any group using a building outside of regular business hours may need to obtain a key from the Town Clerk during the regular business day immediately preceding the event and return the key to the Town Clerk.

Fee Schedule:

Refundable Deposit

\$150.00

- Check made payable to the Town of Lanesborough
- Returned to the group using the facility if the condition of the facility is satisfactory at the conclusion of period of use

Building Use Fee by the Day - any use over four hours is considered a one day use

- Community Room **\$100.00**
- Library **\$100.00**
- Town Hall Parking Lot **\$100.00**

Building Use Fee by the Hour – up to four hours

- Community Room **\$25.00 per hour**
- Library **\$25.00 per hour**
- Town Hall Parking Lot **\$25.00 per hour**

Monitor

At the discretion of the Board of Selectmen, groups may be required to have a Monitor present during the event. The Monitor will unlock and lock the building, monitor lights, heat and be responsible for any issues that may arise in the building. The Monitor is not responsible for set up or clean up. The hourly charge starts ½ hour before the start of an event and continues until ½ hour after its conclusion.

- Monitor Cost **\$30/hour**

Rental space for service providers

For any user providing services to clients, both for profit and non-profit, the following documentation must be provided prior to the beginning of the rental:

- Professional license or certification, if applicable
- Certificate of Insurance naming the Town of Lanesborough as an additional insured for \$1,000,000
- Possibly a completed CORI check with references.

Lost or Missing Keys **\$50 fee**

