



## TOWN OF NORWOOD

566 Washington Street  
Norwood, MA 02062

### RULES & REGULATIONS FOR USE OF THE MORSE HOUSE PROPERTY

The following Rules and Regulations have been adopted by the Board of Selectmen for the use of the Morse House property to protect and enhance the public convenience and safety, to minimize vandalism and damage to Town facilities, and to optimize the use of the Morse House properties and its facilities in a manner conducive to the rights of all users.

1. **Permit Required Activities** – Permits are required for any of the following activities or events:
  - a. Use by a group to hold an event, meeting or meetings.
  - b. Use of the Morse House property and adjacent outdoor areas shall be limited for small weddings, celebrations, political events, art shows, religious celebrations, etc.
  - c. Interior use of the Morse House is limited to 49 on the first floor as legally determined by the Building Inspector's Office.
  - d. Use of the exterior lawn area for displays for associated events or activities; and,
  - e. Town sponsored activities approved by the Board of Selectmen do not require a permit.
  
2. **Impermissible Activities**
  - a. Possession, destruction, injury, defacement, removal, or disturbance of any structure, sign, equipment, monument, statue, furniture, paintings, marker, display, animal or plant.
  - b. Distribution or display of commercial advertising, or soliciting of business, or any other commercial transactions, except in conjunction with an approved Town sponsored event.
  - c. Standing or loitering on Morse House property after the hour of 10 PM.
  - d. Possession of, or use of, alcoholic beverages, unless authorized on the appropriate alcohol license application issued by the Board of Selectmen [MGL Chapter 138, Section 14].
  - e. Unreasonably loud operation of audio devices or otherwise in violation of the Town of Norwood Noise By-law [Article XXXV].
  - f. Carnivals, games of chance or mechanical amusement devices or gambling in any form.
  - g. Begging or solicitation of money at private events.
  - h. Disorderly conduct.
  - i. Use of roller skates, rollerblades, skateboards, scooters, and bicycles, etc.
  - j. Use of any motorized or non-motorized vehicle on the Morse House property, except for the driveway and parking lot, without prior written approval.
  - k. No heavy equipment or trailers of any type, which could cause damage to the grass or walkways, shall be driven or placed upon the Morse House property land.
  - l. There is no use or occupancy of the Red Brick Schoolhouse in the rear of the property or the basement of the Morse House.
  - m. There is no public use/occupancy of the 2<sup>nd</sup> floor allowed until and unless this space becomes handicap accessible and code compliant, as determined by the Building Inspector, who will then set the limit on the occupancy permit.
  - n. Lit candles or stands within fifteen (15) feet of the Morse House and Red Brick Schoolhouse buildings and the interior of both buildings, except for candles used on celebration cakes or cupcakes for events like weddings, birthdays, anniversaries, etc.; and,
  - o. The lighting of or possession of a lighted cigar, cigarette, pipe or any other tobacco product, or any non-tobacco product designed to be combusted and/or inhaled inside the buildings or within 15' of any property building.

### 3. Permit Process

- a. Applications for permitted activities at the Morse House property, shall be filed on the approved application form, **BOS Doc #2**, which is available on-line or at the Board of Selectmen's Office, no later than fourteen (14) days prior to the requested date for said use by a Norwood resident, organization, or non-profit group.
- b. Applications must be filled out completely in order for the application to be acted upon. Missing information might cause a delay in consideration or a denial of the permit. Late or incomplete applications may be considered at the discretion of the Board of Selectmen.
- c. Submitted applications shall include the following minimum information:
  - i. Name, address, contact number and e-mail address of the applicant. In the case of a group or organization, please provide for the responsible contact person.
  - ii. Date or dates and times requested.
  - iii. Estimated number to be in attendance.
  - iv. Nature of the event, i.e. political rally, musical concert, placement of a display, etc.;
  - v. The beginning and end time of the event; and,
  - vi. Listing of special equipment and facilities to be used, i.e. electrical, etc.
- f. As a condition of issuing the permit, the Board of Selectmen may require the sponsor to pay for detailed police officer(s) and/or custodian as deemed necessary. In the case of activities with a duration of more than one day, this requirement may be imposed at any time it is determined to be necessary by the General Manager without advanced notice to the Sponsor(s). Costs may be changed by the General Manager if the costs for the Town change; and,
- g. Permits are issued on the express condition that the Sponsor(s) shall maintain the area and any approved display, in good condition at all times. The Sponsor(s) shall leave the Morse House property in substantially the same condition they were in before said event. All rubbish must be removed and properly disposed of by the Sponsor(s). The area must be cleared and cleaned by the Sponsor(s) by the end of the day the permit expires.

### 4. General Conditions

- a. Permits are non-transferable and are only valid for the date(s), time(s), and activity(ies) specified on the approved application form.
- b. A permit may be revoked by the General Manager, if a sanctioned event engages in activities that are not within the specifications of the permit.
- c. The number of guests playing outside shall be limited so as not to disturb neighbors or other attending guests. These numbers may be limited by the Board of Selectmen/General Manager.
- d. Displays: Request to place a display on the Morse House property grounds are limited to an area not to exceed 225 square feet. In the event that additional displays are permitted within the same period, the Town reserves the right to require any display to be placed in a manner as to allow other displays with equal visibility. No display shall be placed so as to obscure or interfere with any other display.
- e. Sponsors of a display shall provide, at their own cost, a sign of professional quality with a minimum size of 12 inches by 20 inches clearly identifying the Sponsor(s) of the display and the following message "The Town of Norwood welcomes free expression but does not endorse any particular viewpoint or religious denomination."
- f. Amplification of sound from any audio device requested and allowed may be restricted by the Board of Selectmen. The General Manager or a police officer may restrict the level of amplitude without prior notice during an event, if they deem it is in the public's best interest.
- g. The General Manager's Office shall have responsibility for overseeing the enforcement for any and all portions of these Rules and Regulations.
- h. All situations not defined in these regulations, or request for exceptions, must be ruled on by the Board of Selectmen.



- i. Violations of these regulations shall be punishable according to the following schedule of penalties: 1<sup>st</sup> Offense \$25.00; 2<sup>nd</sup> Offense \$50.00; 3<sup>rd</sup> Offense \$100.00 and future use is prohibited, unless otherwise determined by the Board of Selectmen;
- j. The Board of Selectmen may impose a fee, **BOS Doc #3**, for the use of the Morse House property. Any imposed fee may be waived by the Board of Selectmen if the user submits such a request in a letter with their submitted application;
- k. The Board of Selectmen may, at their discretion, require a bond, a deposit and/or a liability insurance policy to protect the interests of the Town of Norwood; and,
- l. The Town, its agents, servants and employees shall be held free and clear of any and all liability and the person(s) and/or entity(ies) shall indemnify the Town for all cost, expenses and claims made upon it, liability or otherwise; and,
- m. The end time of any activity shall not be later than 10 PM. Groups or individuals shall take no longer than 30 minutes to clear out and lock up the facility. If they can't, they should come back the next day, as there are residential homes on either side of the Morse House.
- n. The General Manager or his/her representative shall either open up and lock down the facilities or provide a key to a known event attendee to do the same. The key shall be returned to the General Manager's Office the next day.

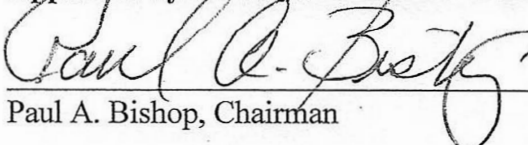
**5. Grounds for Denial of Permit Request**

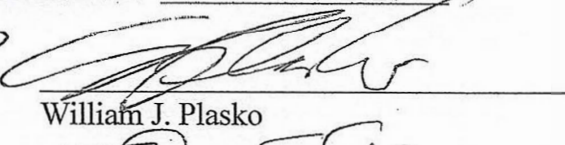
- a. A permit for another activity or meeting(s) has been or will be issued to another entity for that date and time;
- b. Event is believed to present a clear and present danger to the public health or safety, including the availability of Town resources;
- c. Event is such nature or duration that it cannot reasonably be accommodated in the area applied for based on the projected number of attendees;
- d. Event will, in the opinion of the Board of Selectmen, cause unacceptable interference with use and enjoyment of the Morse House property by the general public;
- e. Permit is requested for a date(s) that conflicts with official celebrations of the Town; and,
- f. Any past Impermissible Activity identified or associated with any applicant, meeting or event, which has been the subject of alleged violation or enforcement.
- g. For good cause shown, the Board of Selectmen may waive or modify these grounds or conditions or permit process consistent with the objective to optimize the use of the Morse House property and maintain public safety and convenience.

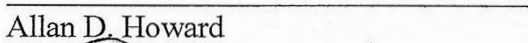
**6. Severability**

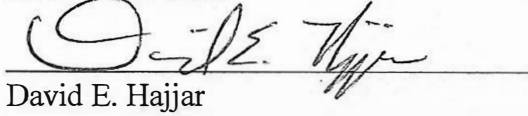
The provisions of the above Rules & Regulations for the use of the Morse House property shall be deemed to be severable, and if any of its provisions shall be held unconstitutional by any court or competent jurisdiction, the decision of such court shall not affect or impair the remaining provisions.

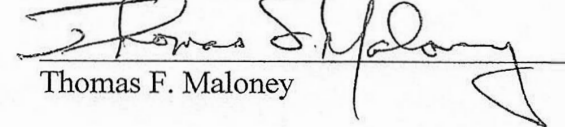
Approved by the Norwood Board of Selectmen on: 02 / 04 / 2020

  
Paul A. Bishop, Chairman

  
William J. Plasko

  
Allan D. Howard

  
David E. Hajjar

  
Thomas F. Maloney