

TOWN OF OSBORN

USE OF COMMUNITY BUILDING POLICY

SECTION I. PURPOSE

On June 14, 2023, the people of the Town Osborn voted to authorize the Emery L Jordan Community Building to be used by the public, for purposes other than daily governance of the Town of Osborn. These purposes may include receptions, meetings, training's, social gatherings and the like. The Town of Osborn retains the exclusive right to make necessary decisions regarding schedule changes and the acceptance, refusal, or withdrawal of permission to the community building at its own discretion.

SECTION II. PRIORITY USE OF THE COMMUNITY BUILDING

The Town of Osborn municipal government will have the highest priority of building use due to its need to provide essential town services. All other organizations are subject to the following priority schedule:

- a) Non-Profit organizations
- b) Youth Groups
- c) Personal Gatherings (baby showers, wedding showers, family reunions, birthday parties, etc)
- d) Profit making organizations

SECTION III. SCHEDULING

Interested parties may schedule for the use of the Emery L. Jordan Community Building through the town office and speaking with the Town Clerk or Building Manager. In all instances the requesting party must complete all of the necessary forms and provide for the necessary insurance through TULIP. The Town Clerk or Building Manager will provide the applicant with the necessary information to complete the forms and insurance information, as well as a Use of Community Building Agreement.

SECTION IV. TENANT USER LIABILITY INSURANCE PROGRAM

The organization requesting use of the building must have proof of insurance and provide this insurance at least 72 hours prior to the event taking place. The Town of Osborn has enrolled in a program, through the Maine Municipal Association, that allows the user of a municipal facility, school, or other local government to secure cost-effective liability insurance, which provides protection for the user as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the user of the local government facility. Third party property damage is also provided. Individuals wishing to use the Emery L. Jordan Community Building can find the necessary application at

www.gatherguard.com. A detailed “how to guide” is available in the town office and will be provided to the applicant upon request of building use.

SECTION V. RULES AND REGULATIONS

The organization requesting the use of the Emery L. Jordan Community Building must have a “group leader”. This person must be present with his/her group, or if any part of his/her group is using the building for any purpose, and must stay until all members of that group have left the building. He/she is responsible for seeing that all group members adhere to the building rules and regulations. Each user, organization, and/or group, under the supervision of the leader, is responsible for the following:

- a) Making sure all windows and doors, including exit doors, are closed and locked before leaving the building.
 - b) Entrances and exits must not be blocked by any activity conducted by the user or their organization.
 - c) Maximum occupancy shall not exceed 50. This is governed by the Fire Chief and the NFPA Life Safety Codes.
 - d) The use of weapons, open flames (including candles) or other incendiary devices and effects are prohibited, unless prior authorization from the Fire Chief is granted.
 - e) The user(s) must provide their own supplies, materials, service, and eating items, though they will be permitted use of the kitchen (and contents), tables and chairs.
 - f) Turning off all lights before leaving the building
 - g) Making sure the heat is turned back to 60-65 degrees (no less than 60 degrees)
 - h) Making sure that trash is picked-up, kitchen is clean, and the dishes are done.
 - i) Abiding by all the policies governing the use of the building, including payment of property damage that may be caused by the organization, including payment of fees.
- 2.) Alcoholic beverages are not permitted in any part of the building or on the grounds, and group leaders are expected to see that this rule is observed.
 - 3.) Smoking is not permitted in the building or on the grounds.
 - 4.) Each organization is responsible for immediately reporting any damages, rules violations, and discrepancies in operating procedures of the building to the Town Clerk, Building Manager, or other town official.
 - 5.) Failure of an organization to abide by these rules and regulations may result in that organization losing its building use privileges.
 - 6.) The responsibility of enforcing rules and regulations rests with the Board of Selectmen. If costs or administrative services are required during the event or as a result of the event, the applicant shall be charged a fee at the discretion of the Board of Selectmen.

SECTION VI. CANCELLATION

The scheduled event may be canceled at any time by the original applicant.

The Town of Osborn shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the town, its officers, agents and employees. The USER shall indemnify and hold harmless the town, its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.

The USER shall hold harmless, indemnify and defend the town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

SECTION VII. EFFECTIVE DATE

This policy shall become effective on the date of approval by the Board of Selectmen.

DATE: _____

BOARD OF SELECTMEN:

Gregory Bassett-Selectman, Chair

Dean Murphy-Selectman

David Flannery-Selectman