

# Williston Recreation & Parks Facilities Use Policy & Fees Schedule

*First adopted March 26, 1997- revised May 2010- revised February 2018- revised December 2020- revised December 2022- updated March 2024, updated September 2025*

## **PURPOSE**

Williston Recreation & Parks (**Department**) has one or more facilities available for use by residents and members of the public. These Department facilities are available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations. In allowing the use of these facilities, the Department will not discriminate against users of the facilities based on the users' particular viewpoint(s).

The Department must ensure that its facilities are maintained in good condition and that their use and maintenance do not impose an undue financial cost on the Town of Williston. This policy is intended to help ensure that the Department's facilities will be well maintained and accommodating and will provide a safe environment, and the Department will be fair and consistent with all parties wishing to reserve its facilities.

## **DEFINITIONS**

**Organized Group-** This is defined as any group of people who wish to use a Department Facility once, regularly, or want to have scheduled days and times, and collect a fee or not. An Organized Group must obtain a permit of use, without one a group does not have priority use.

**Permit Holder-** The person who submits a Permit Application for use of a department facility. The Permit Holder is responsible for the actions of all people using the facility and to inform all members of their group of the rules and regulations.

**Park Facility-** Any field, court, amenity, path, or other facility found in Williston Community Park.

**The R.E.C. Zone-** Recreate, Explore Create Facility is available for meeting space rental through the Department.

## **PRIORITY OF USE**

The Department will make facilities available on a first-come, first-served basis for individuals, organized groups, businesses, and organizations to rent during times when the facilities are not being used for Department programs or events sponsored by the Town of Williston and/or when they are being used by Town staff, boards, commissions, or committees, or in the case of park facilities on school land, events sponsored by Williston Schools. (previous users have priority reservations).

## **PERMIT REQUIRED USES**

Any individual, organized group, business, or organization wishing to use Department facilities shall fill out a Permit Application for either a Parks Facilities Permit, Event Permit, or R.E.C. Zone Permit, for the date(s) and time(s) on which they wish to use such facility. No use of a facility shall be permitted until a permit is executed by the Department; the applicable user fee has been paid, and proof of insurance has been provided to the Department as required.

## **OBLIGATIONS OF USERS**

The use of Department facilities must not disrupt the provision of Town services. Nor shall the use of a facility create a nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities. Users must return the facilities to the same condition as found- neat, orderly, and clean, after their use. Users will be responsible for, and liable to, the Department for all repairs to the facilities required as a result of damage caused by Users.

## **PAYMENTS, CANCELLATIONS & RAINOUTS**

### **Payments:**

- User Fees and a Certificate of Insurance must be received before the first date of use.
- No permit will be granted until both have been received by the Department.

### **Cancellations:**

- The Department reserves the right to cancel a reservation due to weather, field conditions, or in favor of a Department, Town, or Williston Schools-related business or interests, or for any unforeseen reason that the facility cannot be used.
- If the Department cancels a reservation, a full refund will be issued for the date(s) that are canceled.

- If a permit holder cancels a reservation, the refund will be handled as stated below.

<b>Processing Fee</b>	The first hourly rate of the facility rented is deducted from all refunds.
<b>Remaining Balance</b>	Will be refunded up to three (3) days before the date of the reservation.
<b>No Refund</b>	No Refund will be given if the Dept. is notified less than three (3) days before the date of the reservation or the date to be canceled.

- If there is an outstanding balance due on the Permit Holder account, the refund will be automatically applied to the balance due, and any remainder will be refunded.
- Refund checks take approximately three weeks to process and receive.

#### **Rainouts:**

- The Department will work with the permit holder to find a make-up date.
- If a make-up date is not agreed on, a refund will be granted, minus the processing fee.
- The department must be notified of a rainout within 24 hours of the rental date that the rainout occurred or no refund will be granted.

### **PERMIT STIPULATIONS**

The following are the stipulations and conditions for obtaining a permit for any Department facility.

- Permit Applications are required to request rental use of a facility. They consist of a Parks Facilities Permit Application, an Events Permit Application, or a R.E.C. Zone Permit Application.
- No other means or Apps are accepted as a reservation. Only the Department permits.
- No individual, organized group, business, or organization has priority use without a valid permit from the Department.
- Permit applications must be submitted a minimum of one week before the first date of the requested reservation.
- Permits will not be issued until payment, and a valid Certificate of Insurance are received before the first date of the reservation.
- Permission to use a facility will only be granted to a person twenty-one years of age and older.
- The Department reserves the right to deny permission to use a facility if an activity/event is seen as potentially causing detriment to the facilities and/or resources.
- Denial of a permit may appeal to the Williston Recreation & Parks Committee.

### **RENTAL AGREEMENT**

- Facilities have their own sets of rules and regulations that apply. Specific rules and regulations are provided with this permit application.
- The permit holder must always be present during the facility use and have the permit on their person.
- The permit holder must show the permit upon request from a representative of the Town of Williston.
- All participants of the user group are restricted to the designated facility, within the time frame listed on the permit.
- The permit holder is responsible for the actions of all people using the facility. It is the responsibility of the permit holder to inform all members of their group of the rules and regulations.
- Unruly behavior will result in immediate cancellation of a permit and/or future use of facilities.
- Any costs incurred by the Town in preparation for, or after, such activity/event will be charged to the permit holder.
- Permits are not transferable. The facility is to be used only by the individual, organized group, business, or organization it was permitted for, and for the purpose, day, dates, and times as stated on the permit.
- A specific day, date, and time, on the permit, may be canceled if the facility is needed for a Recreation program, Town event, or School function if on school property. Advanced notice will be given to the contact person.
- Permit holders must notify the Department of all times that the facility will not be used. See the Weather and Cancellation Section in the policy.
- The permit holder will comply with ADA requirements and will make their activity/event accessible for those who require special assistance.
- Individuals, organized groups, businesses, or organizations reserving facilities for use must provide the Department with a Certificate of Insurance as proof of a Comprehensive Liability Policy naming the Town of Williston, as an additional insured party, from the loss or liability arising from their sponsored activities. The limits of the Comprehensive Liability Policy should be no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) per aggregate.
- All individuals, organized groups, businesses, or organizations using Town facilities must comply with all local, State of Vermont, and Federal codes, regulations, and laws.
- If an individual, organized group, business, or organization is found to violate any Town of Williston ordinance or policy, State of Vermont or Federal law, or the rules and/or conditions of Use, the individual, organized group, business, or organization will cease to use of the facility until the situation can be remedied.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property during their rental.

## Waiver & Liability

**ACKNOWLEDGE OF UNDERSTANDING**, I acknowledge that I have read and understand the Permit Stipulations above and agree to abide by them. I also acknowledge that I will read and follow all rules and regulations for each facility I rent, as well as share them with all persons in my group.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### LIABILITY RELEASE

**IN CONSIDERATION**, of permission granted to use Williston facilities, I hereby and forever discharge and release the Town of Williston, its agents, employees, and officers, from all actions, claims, demands, judgments, and damages which we, or any of the participants, may have, or claim to have, or acquire in the future, for all personal injuries, or property damage, arising out of our organization's use of the permitted facility.

**WE ACKNOWLEDGE** that we have total responsibility for our group and the safety of all. In addition, we acknowledge that the Town of Williston has no responsibility for the condition of the facility, be it a building, room within a building, field, or open space, and that a supervisor from our organization shall always inspect the premises before use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Williston that our organization has adequate liability insurance, and that such insurance protects the Town of Williston to the extent of its interest. We further acknowledge that a Certificate of Liability Insurance will be provided to the Town of Williston, naming the Town of Williston as the Certificate Holder and as Additional Insured under the policy. This will be sent to the Recreation Department, along with payment, before being issued a permit.

**TITLE II-ADA:** (Americans Disability Act) - Note: Title II of the ADA prohibits the Town of Williston from providing support including facilities to any organization which discriminates based on disability. We agree that while we use the Town of Williston's facilities, parks, fields, and buildings for practice, games, tournaments, meetings, and other such events, we will not discriminate based on disability.

The undersigned, being a duly authorized representative of the above-named organization, has executed this release on the day and year written below.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### WILLISTON FACILITIES INFORMATION

- No fields may be used in the spring season until clearance is given by the Department.
- Fields may be closed at any time if deemed 'unplayable' by the Department.
- No camps, practices, or fee-based lessons are to be conducted at any field or court unless permitted by the Department.
- Courts can be reserved by obtaining a permit.
- All fields, courts, and park amenities close the last week of October, before Halloween, in preparation for winter.

#### **Field Facilities:**

##### **Multi-Use Fields-** (Village Community Park & Allen Brook Community Park)

Village Community Park- Two (2) Multi-Use Fields

Allen Brook Community Park- Two (2) Multi-Use Fields

##### **Soccer Field-** (Village Community Park)

##### **Baseball/Softball Fields-** (Village Community Park, Brennan Community Park, Rossignol Community Park)

The Little League Organization has priority use of these fields in the Spring and Fall.

The Baseball and Softball Field at Williston Central can be reserved for use, except when school teams are using them or Babe Ruth or Little League Softball.

#### **Court Facilities:**

**Sand Volleyball Courts-** (Village Community Park) Four (4) Sand Courts

**Tennis/Pickleball Courts-** (Rossignol Community Park) One (1) Tennis and Four (4) Pickleball Courts

#### **Other Facilities:**

##### **Pavilion-** (Village Community Park)

Seats 60, 54 on benches and 6 spots for accessibility

##### **Concession-** (Village Community Park)

Requests for use of the concession are considered on a case-by-case basis and are subject to fees.

##### **The R.E.C. Zone-** (94 Harvest Lane, Williston, VT)

The R.E.C. Zone can be reserved for meetings.

Rental is for specified use and includes set-up and clean-up times.

## FACILITY USE FEE SCHEDULE

<u>Facility</u>	<u>Fee</u>
<b>Fields-</b> Soccer, Multi-Purpose (game/practice)	\$30 per hr. per Field
<b>Fields*-</b> Baseball, Softball (game/practice)	\$20 per hr. per Field
<b>Courts-</b> Tennis, Pickleball, Volleyball (game/practice)	\$10 per hr. per Court
<b>Pavilion-</b> Fill out an Event Permit Application	\$20 per hr.
<b>Meeting Space-</b> The R.E.C. Zone	\$20 per hr.
<b>Events-</b> Camps/Programs, Runs/Walks, Tournament/Jamboree, Gatherings	See Info Below

\*Baseball/Softball Infield areas are not lined. The permit holder must provide chalk and line infield before each use.

\*Chalk Liner and Template will be available.

### EVENTS:

#### **Camps, Programs, Runs, Walks**

##### **Fees:**

Non-Profit-	\$1 per person in attendance or registered for the event.
For Profit-	\$5 per person in attendance or registered for the event
Facility Fee-	Use of fields, courts or pavilion determined from the above fees.

#### **Tournaments, Jamborees:**

##### **Fees:**

Games-	\$10 per game
Facility Fee-	Use of fields, courts or pavilion determined from the above fees.

#### **Amenities:**

##### **Fees:**

Facility Fee-	Use of fields, courts or pavilion determined from the above fees.
Electricity-	Half Day- \$20 (1-4 hours) Full Day- \$40 (4-8 hours)
Water-	Half Day- \$20 (1-4 hours) Full Day- \$40 (4-8 hours)
Maintenance-	Staff- \$20 per hour (if required, determined by the Director)

#### **Other:**

##### **Vendors:** (food, activity, merchandise, etc.)

- Vendors must fill out a Vendor Form and submit COI for their company to Permit Holder.
- Permit Holders must submit the Vendor form and COI to the Department a week before the event.
- No vendors are allowed until approved by the Department.

##### **Tents:**

- A Dig Safe Site visit must be completed by all utilities before any tent is erected.
- The process and fee for this is the responsibility of the permit holder.
- 1200+ sq ft of tent space- that equals one or more tents, a permit must be obtained from the state of VT.

## PARKS RULES & REGULATIONS

- Parks are open dawn till dusk, unless otherwise posted.
- Use of Town facilities/fields is at your own risk.
- Use Park Amenities for their intended purpose only.
- All vehicles must remain on designated roads and parking lots.
- No vehicles on Rec. Paths
- No overnight parking or camping in parks or in parking lots.
- Dispose of all trash and recycling in proper bins.
- Carry Out what you Carry In- Large amounts of trash/recycling must be taken out with you.
- No Dumping in and around parklands
- Pet owners are required to pick up and dispose of pet waste.
- Be Respectful of Wildlife, Plants, Trees, and Natural Objects
- No Graffiti or possession of graffiti implements.
- Alcoholic beverages, illegal drugs, firearms, weapons, and illegal activity are prohibited.
- A Field/Facility Use Permit is required for all organized groups or organizations that want to have priority use of a field/facility.
- No organized programs, camps, practices, or fee-based lessons are to be conducted without permission and a permit.
- All fields, courts, and amenities close the last week of October, before Halloween
- Be Courteous to others.
- Report any illegal activity or damage to property to the Police Department- 802-878-6611

## FACILITIES RULES & REGULATIONS

- Park amenities must be returned to their original state, as they were when the group arrived.
- If equipment, goals, benches, bleachers, and/or other amenities are moved, they are to be returned to their original location.
- **Anchored Goals-** Removing anchors could cause serious injury or even death and is strictly prohibited and will result in the cancellation of a permit.
- **Goals with Sandbags-** Non-anchored goals must always be secured by sandbags. Not doing so could cause serious injury or death and will result in the cancellation of a permit.
- No paint or spray paint is to be used on fields, grass areas, or Rec. Path. Chalk or chalk paint is acceptable on fields or Rec. Path.
- No chalk, paint, tape, or markings of any type are to be used on courts.
- Users must use only the restroom facilities provided.
- Pavilion is to be used only for weather-related emergencies- rain, shade, etc. Player's gear is not to be stored in pavilion. Pavilion can be rented for your use.
- Receptacles in the parks are for everyday users of the parks. Carry Out what you Carry In.
- No group shall conduct activities that require undue additional work for the Parks Staff. This includes wear and tear on turf, courts, equipment, and/or other amenities. Permit holders will be charged for any expenses accrued after their activity.
- Parking or driving is prohibited on all grass areas, fields, courts, and the Recreation Path. All motor vehicles must remain on roads or in parking lots maintained for vehicular traffic.
- All activities must be halted or canceled if the conditions of the field or court are deemed 'unplayable' by a reasonable person. This would include but is not limited to; an ongoing and active weather event, ANY standing water on the field of play, and drought conditions causing dry and brittle turf.
- No user may use amplified sound or additional lighting unless special permission is granted by the Department.
- No tickets are to be sold, admission fees charged, concessions allowed, or any money-raising methods used without the express written permission of the Department.

## EVENT RULES & REGULATIONS

- Users must use only the restroom facilities provided.
- Receptacles in the parks are for everyday users of the parks. Carry Out what you Carry In.
- No group shall conduct activities that require undue additional work for the Parks Staff. This includes wear and tear on turf, equipment, and/or other amenities. Permit holders will be charged for any expenses accrued after their event.
- Parking or driving is prohibited on all grass areas, fields, courts, and the Recreation Path. All motor vehicles must remain on roads or in parking lots maintained for vehicular traffic.
- All events must be halted or canceled if the conditions are deemed 'unsafe' by a reasonable person. This would include but is not limited to; an ongoing and active weather event, ANY standing water on fields, and drought conditions causing dry and brittle turf.
- Inflatables and trampolines are prohibited.
- No user may use amplified sound or additional lighting unless special permission is granted by the Department.
- No tickets are to be sold, admission fees charged, concessions allowed, or any money-raising methods used without the express written permission of the Department.
- The owner of every type of animal shall be responsible for the removal of any excreta deposited by their animal(s) on fields, courts, and amenities of the Department.

### Vendors:

- Permit holder is required to obtain a Vendor Form and Certificate of Insurance from all vendors that will be on site during their event. Vendor Forms are available from the Department.
- The Vendor Form and COI for each vendor must be returned to the Recreation Dept. for approval, a week before the event.

### Tents:

- Permit holder is required to obtain a permit from the State of VT if erecting a tent or tents that equal or exceed 1,200 sq ft.

### Portable Restrooms:

Are required at the expense of the user group of 100 or more people or for a tournament/jamboree or event type activity.

- Groups will supply their own Portable Restrooms and have them removed.
- Park Restrooms must be inspected after an event by the permit holder.
- Any damage that requires repairs or extra cleaning of restrooms will be charged to the permit holder.
- Permit holder is required to notify the Department of any damage, cleaning or restocking that is needed.

### Trash Removal:

Is required at the expense of the user group of 100 or more people or for a tournament/jamboree or event-type activity.

- Groups will supply trash removal; extra bins, dumpsters, and hauling away trash.
- All trash and recycling must be disposed of in the bins or dumpsters that the permit holder obtained for their event.
- All trash and recycling bins in the park must be emptied by the permit holder after their event.
- See below the Chittenden Solid Waste District (CSWD) requirements for Waste Management.

### Waste Collection, Management, and Disposal

Williston requires compliance with the CSWD's Solid Waste Management Ordinance as a condition of use.

#### Requirements of this Ordinance include:

- Trash, recycling, and composting receptacles for use by event attendees and staff must be provided in equal numbers and must be placed as close to each other as possible for equally convenient access.
- All containers for trash, recyclables, and compostables are required to meet CSWD's color and labeling requirements.
- Mandatory recyclables and food scraps must be collected in separate bins and kept separately from any trash bins.
  - They must be free from contamination while awaiting pickup or delivery to the appropriate facility.
- Plastic bags must not be put in bins or dumpsters that collect recyclable or compostable materials.
- If recyclables are collected in bags, the bags must be emptied into the recycled dumpster.
- Compostable materials can be collected and transported in bags that are clearly labeled as CERTIFIED COMPOSTABLE. Bags labeled "degradable" or any version of that are not acceptable and must be emptied into the dumpster.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property. CSWD offers technical assistance and other resources at no cost to help you understand and fulfill these requirements. Visit [cswd.net](http://cswd.net) or call 802- 872-8111 for assistance.

The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property. CSWD offers technical assistance and other resources at no cost to help you understand and fulfill these requirements. Visit [cswd.net](http://cswd.net) or call 802- 872-8111 for assistance.

## PAVILION RULES & REGULATIONS

- Reservations begin no earlier than 8:00 am. Pavilion reservations must be concluded by dusk, if not scheduled to end earlier.
- Pavilion reservations may not exceed 100 people. The pavilions can hold 60 people. The picnic tables inside the pavilion can seat approximately 60 people with 6 spots for accessibility.
- Parking is only allowed in the parking lot. There is **No** parking next to the pavilion or on the Rec Path.
- Pavilion picnic tables must remain inside the pavilion.
- The user may bring in portable tables to use during a reservation. All tables brought in must be removed after rental.
- **Carry Out what you Carry In-** Receptacles in the parks are for everyday users of the park. Do Not use them for your trash or recycling.
- The User must always have their pavilion permit on the day of their reservation. This gives you priority use.
- A pavilion reservation secures the use of the pavilion. Anything outside of the pavilion is open to the public.
- If fields or courts are needed, you must request those on the permit application and are available for an additional fee.
- Decorations are allowed to be set up at the beginning of a reservation time and must be removed entirely at its completion. (This is to include anything fastened, tied, or taped to the pavilion and tables. If any decorations, strings, or ribbons remain after the reservation, a cleaning fee will be charged to the User. **Only- Painters Tape can be used to tape anything up.**
- Signs are not allowed to be erected.
- Charcoal grills are available at the pavilion. You must bring your own charcoal.
- Propane gas grills are allowed to be brought for barbeque use. Open fires are prohibited.
- No alcohol is allowed.
- Amplified music is allowed at a volume not to be heard beyond the pavilion boundaries. Music is to be appropriate for a public setting (i.e. no profanity or suggestive lyrics, etc.). DJs, amplified instruments, and live bands are not allowed.
- Any person bringing a domestic pet within park boundaries shall keep the pet on a physical leash, or under the immediate personal supervision and control of the owner. Domestic pets on any recreation path must be leashed. All pet waste must be picked up and disposed of properly.

### Portable Restrooms:

Are required at the expense of the user group of 100 or more people or for a tournament/jamboree or event type activity.

- Groups will supply their own Portable Restrooms and have them removed.
- Park Restrooms must be inspected after an event by the permit holder.
- Any damage that requires repairs or extra cleaning of restrooms will be charged to the permit holder.
- Permit holder is required to notify the Department of any damage, cleaning or restocking that is needed.

### Trash Removal:

Is required at the expense of the user group of 100 or more people or for a tournament/jamboree or event-type activity.

- Groups will supply trash removal; extra bins, dumpsters, and hauling away trash.
- All trash and recycling must be disposed of in the bins or dumpsters that the permit holder obtained for their event.
- All trash and recycling bins in the park are not to be used and must be emptied by the permit holder if they are.
- See below the Chittenden Solid Waste District (CSWD) requirements for Waste Management.

### Waste Collection, Management, and Disposal

Williston requires compliance with the CSWD's Solid Waste Management Ordinance as a condition of use.

#### Requirements of this Ordinance include:

- Trash, recycling, and composting receptacles for use by event attendees and staff must be provided in equal numbers and must be placed as close to each other as possible for equally convenient access.
- All containers for trash, recyclables, and compostables are required to meet CSWD's color and labeling requirements.
- Mandatory recyclables and food scraps must be collected in separate bins and kept separately from any trash bins.
  - They must be free from contamination while awaiting pickup or delivery to the appropriate facility.
- Plastic bags must not be put in bins or dumpsters that collect recyclable or compostable materials.
- If recyclables are collected in bags, the bags must be emptied into the recycled dumpster.
- Compostable materials can be collected and transported in bags that are clearly labeled as CERTIFIED COMPOSTABLE. Bags labeled "degradable" or any version of that are not acceptable and must be emptied into the dumpster.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property. CSWD offers technical assistance and other resources at no cost to help you understand and fulfill these requirements. Visit [cswd.net](http://cswd.net) or call 802- 872-8111 for assistance.

The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property. CSWD offers technical assistance and other resources at no cost to help you understand and fulfill these requirements. Visit [cswd.net](http://cswd.net) or call 802- 872-8111 for assistance.

## **R.E.C Zone Facility Rules & Regulations**

### **Rental Fees:**

- The Rental Fee for the R.E.C. Zone is \$20 per hour.
- 15 minutes will be added before and after your scheduled time for setting up and cleaning at \$10 for the half-hour.

### **Rules & Regulations:**

- Building capacity is 40 people for rentals.
- Ensure everyone in your group knows and understands the emergency procedures and exits.
- No wet footwear shall be worn while in the building or onto the floor space.
- All outwear is to be hung up and footwear shall be left on runners.
- No candles or flames can be used in or on the facility/property.
- No tacks, nails, or staples shall be used on the walls or woodwork of the building.
- For hanging items on walls, only Painters Tape can be used.
- Gambling of any kind is not permitted.
- The facility must be returned to its original state, as it was when the group arrived.
- All chairs and tables used must be picked up and stored after use.
- All items you bring must be removed when you leave. Pack In, Pack Out
- All trash and recycling must be picked up and placed in the proper receptacle.
- All trash and recycling bins must be emptied and waste removed by the permit holder at their expense.
- Ensure that all the following before leaving:
  - Secure and lock the REC Zone door and the outside door to the building.
  - Set the thermostat to 65 degrees.
  - Secure Restroom- be sure the water is off, and lights are out.
  - Turn off all interior lights in the REC Zone
  - Return the key to the Recreation Department
- The Department will provide a checklist for closing procedures.

### **Alcohol and Tobacco Use:**

- The facility is Smoke Free. The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden on or in the facility/property.
- The facility is Alcohol Free. The sale, possession, consumption, and use of alcohol is forbidden on or in the facility/property.

### **Lost & Found:**

- Items will be collected by the Department, and the permit holder will be notified.
- It is the responsibility of the permit holder to notify their members or pick up the items.
- Items will be held by the Department for one month after the rental and then donated to a local charity.

### **Damages:**

- Any permitted individual, organized group, business, or organization found to be destructive, loud, or leaving the building in improper condition after its use may be denied future use of the building.
- A walk-through of the facility will be performed by a Town employee(s) before and after the rental period. Costs to replace/repair any damage or loss that occurred during the rental will be the liability of the permit holder.