

Town of Franklin



Municipal Facilities Use Request Form:

Today's Date: _____

Organization Name: _____

Address: _____

Contact Person Name: _____

Contact Address: _____

Contact Phone No: _____ Contact email: _____

Facility to be used: Franklin King Street Fire Station (Occupancy limit is 30 persons)
 Franklin Senior Center (Occupancy limit is 120 persons)
 Franklin Public Library (Occupancy limit is 70 persons)

Date & Time to be used: _____ Number of Attendees: _____

One Time Use: Monthly Use: Weekly Use: Other: _____

Purpose of Meeting (please provide a detailed account): _____

I have read the above and the attached Town of Franklin Rules and Regulations for the Use of Municipal Facilities, Usage Policies, and Emergency Procedure, and I agree to comply with these requirements. I understand that if any portion of this policy is violated during my/our use of the space that I/we will be prohibited from future use of this space. I also understand that the use of municipal facilities is not available for any commercial activities, transactions, or enterprises including fundraising, except those fundraising activities that directly support the town's facilities or programs.

Renter Signature

Town of Franklin Representative Signature

Date

Date

-This Agreement expires 6 months from date of endorsement.-

Town of Franklin

Municipal Facilities Usage Policies

1. PURPOSE

The purpose of this policy is to outline the use of Town of Franklin Public Building space for the King Street Fire Station, the Public Library and the Senior Center by external groups or agencies.

2. POLICY

It shall be the policy of this Town to ensure that conference spaces within Town are available for departmental use. When not in use, the conference space(s) may be used for non-profit, civic, Franklin-based community groups and organizations. The use of municipal facilities is not available for any commercial activities, transactions or enterprises, or for private or non-profit fundraising for non-municipal organizations. All non-municipal use of facilities is offered at the discretion of the Town Administrator.

3. PROCEDURE

A. The functions and operations of Town Departments are the primary use for and shall be given first preference in the use of conference space.

B. Scheduling of departmental conference space shall be managed through the individual department heads or their designee. Requests for space must be made at least 14 days in advance of the requested date. All requests are provided on a first come, first served basis. Municipal building use not available on municipally recognized holidays.

C. The department retains the right to cancel any non-department functions should a scheduling conflict arise between an external agency and department function. The department will endeavor to provide 14 days notice should this occur.

D. All external groups must complete a Municipal Facilities Use Request form prior to reserving space and review the Usage Policies, Rules for Use, and Emergency Procedures. Usage agreements will expire six months from the date of endorsement or upon change of responsible party.

E. Conference space must be maintained in a clean and orderly condition. Groups who leave the space in disorder will be prohibited from future reservations. Furniture must be left in the arrangement in which it was found. Children must be supervised by adults at all times. No children are allowed in the buildings unattended.

F. All damage to department property must be reported to department personnel immediately. Groups will be held financially responsible for damage to department property. No equipment or supplies can be stored on the premises of municipal facilities.

G. Light refreshments may be served, but a refundable cleaning deposit of \$100 is required. Refreshments are only to be served in designated areas.

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- I.. Group size for external agencies shall not exceed room occupancy limits as posted.
- J. Conference space is not available for use by any external agency/group who charges attendance fees for their programs.
- K. Conference space is not available for use by any agency/group whose subject matter is found to be inappropriate for conduct in a public building.

L. DEPARTMENTAL POLICY:

Franklin Public Library (508) 520-4940

Address: 118 Main Street

Contact Person: Felicia Oti, Director

Room Available: Meeting Room

Hours available: Monday through Thursday, 10:00 a.m. to 8:30 p.m.
Friday & Saturday, 10:00 a.m. to 4:30 p.m.

Occupancy Limit: 70 persons, sitting/100 persons, standing

Charge: None

Special Notes: The Meeting Room cannot be reserved for ongoing, regularly scheduled meetings. All programmed events must be open to the public and advertised as such.

King Street Fire Station (508) 528-2323

Address: 600 King Street

Contact Person: Chief Gary McGarraher

Room Available: Meeting Room

Hours available: Monday through Friday; 6:00 to 9:00 p.m.

Occupancy Limit: 30 persons

Charge: None

Franklin Senior Center (508) 520-4945

Address: 10 Daniel McCahill Street

Contact Person: Sue Barbour, Program Coordinator

Room Available: The Franklin Common Room (multi-purpose room)

Hours available: Tuesday through Friday, 6:00 to 9:00 p.m.
Saturdays from 9:00 a.m. to 5:00 p.m.

Occupancy Limit: 180 persons in the multi-purpose room

Special Note: Access to areas beyond the multi-purpose room (except rest rooms) is prohibited. Use of the Café, kitchen, offices and related equipment, bingo equipment, and the fireplace, is not allowed. Refreshments only in the Franklin Common Room when authorized.

Charge: A building use fee of \$25 per hour for a minimum of two hours to cover custodial services and utilities (unless it is determined that more custodial time will be required). A refundable cleaning deposit of \$100 is required if refreshments are to be served. Saturdays at \$50 per hour for a minimum of 4 hours, assuming a custodian is available.

Payment Procedure: Checks only accepted; made out to the Town of Franklin.

Revised 4/15/09