

Policy and Procedure

For Use of Town Owned Property

Purpose:

The Town of Cornish shall provide access and use of town owned properties to the public providing guidelines for such use. Town properties to be included are:

Group A

- Pike Hall
- Thompson Park
- Cornish Recreation Fields
- Cornish Fire Barn

Group B

- Cornish Fairgrounds

Group C

- Odd Fellows Hall (long-term lease)
- Cornish Fairgrounds House (long-term lease)

Procedure:

A request will be made to the Cornish Town Office for use of a town property (see attachment A). Group B will be forwarded to the Fairgrounds Advisory Board. The requester for Group A and B will be provided the written rules for use of the property (see attachment B). The requester will be reviewed by the Board of Selectmen and/or any additional governing board. The requester will be notified by phone the results of the request. Any deposits or insurance requirements shall be presented to the Cornish Town Office one week prior to the property use. Group C will be provided a long-term lease agreement which will require completion prior to occupancy. (Attachment C)

Guidelines for Use:

Check off all appropriate guidelines for requested use.

- A refundable deposit of \$100.00 will be required for use of Town Property in Group A and B. This will be returned to the payee once the property has been inspected and deemed to be clean and free of damage. A monetary donation will be accepted.
- A certificate of insurance naming the Town of Cornish as “additionally insured” shall be presented to the town office at least one week prior to the property use.
- A waiver for participants will be signed by any person participating in a town-sponsored competition on town property. (Attachment D) Obtaining these signed waivers will be the responsibility of the organizing group who

must submit the documentation to the town office prior to the event. Entrants will not be allowed to participate without a signed waiver.

- The Cornish Fairgrounds Advisory Board will be responsible for obtaining specialized Equine Event Coverage for sponsored events and the documentation kept on file at the town office prior to the event.
- The requester is responsible for the cleanliness and security for the area of the property being used. This includes hallways and restrooms in the buildings. Use of the Fire Barn excludes entry to the offices, dispatch room, or bay areas.
- There is no smoking inside any town buildings and smoking in designated areas only for any outside events.
- No open flames are allowed inside or around any buildings. Fire extinguishers are available for emergency use.
- There will be no alcohol consumption on any town properties unless specific request have been granted by the Board of Selectmen prior to the property use.
- No tape, pushpins, staples, or any attachment devices which could cause damage will be used for affixing things to surfaces including walls and ceiling.
- All trash resulting from use including bathrooms and outside of buildings shall be removed from the property and not left curbside on the property.
- All floors must be swept, washed, and/or vacuumed. Bathrooms/lavatories must be cleaned. Any appliances cleaned and turned off (refrigerator left on).
- All exteriors and parking areas must be policed and trash collected/removed.
- Before vacating premises, turn off all lights, close windows and doors, return heat to setting. Secure exits and do not allow anyone access once the event has concluded.
- Adult supervision must be available at all times any minors are on the property.
- If the event requires restroom facilities and/or police security, this will be the responsibility of the event requestor.
- Any keys used for the properties must be returned to the town office the next business day.
- Any items brought to the property for the event must be removed at the event conclusion.
- There will be no unauthorized overnight use of any properties.
- Access to only buildings approved on the application will be permitted.
- Dogs will be leashed at all times and attended by a person. Any other animals or pets will be contained as designated in the use application.
- In the event that Cornish Fairgrounds are to be used for training or practice purposes for equine events, the requestor will make application to the Board with proof of insurance and waivers if appropriate.
- Cornish Fairgrounds may be used for larger events which require use of water, electricity, toilet facilities, security etc. In that case, a contract describing responsibilities for costs incurred may be in addition to documents described here.
- The Cornish Fairgrounds Advisory Board will be responsible for obtaining contracts with any requesters representing a for-profit use of the fairgrounds. Additional conditions of use may be required and will be provided the requester by the Fairgrounds Advisory Board.
- All town properties shall remain locked and/or secured. Access may be granted after agreement to follow guidelines and presentation of requested documentation has been made.

The Town of Cornish reserves the right to enter into long term lease agreements for some properties. The agreements will list the terms of the agreement, financial responsibilities and insurance obligations.

Please Continue and Complete Attached Form

CORNISH FAIRGROUNDS

Application for Event Use

Use Fee To Be Completed By Fairgrounds Committee

Type of Use: Profit(any concern holding an event for personal gain) Non-profit(any concern holding an event on behalf of a registered non-profit organization) Private(not registered as nonprofit but not for personal financial gain)

Length of Use: _____ Days X _____ Daily Fee = _____ Grounds Fee

Sanitary Facilities Rental: _____ Double (1 regular + 1 handicap) \$210.00; _____ Regular \$85.00

Water/ Electric: _____ Meter will be read and calculated at \$1.15/kwh

\$100.00 deposit to be reconciled when event completed.

Charges due prior to event \$ _____ (Non-profit includes 5% of revenues)

Reconciled charges due within 1 week after the event.

Signed: _____ (Fairgrounds Committee Representative)

Name of Applicant: _____ Date: _____

Contact Person: _____ Phone: _____ Fax: _____

Address: _____

Date and Times for Event: _____ Profit/Nonprofit/Private _____

Non-Profit Certificate Copy: _____ SetupTime: _____ BreakdownTime: _____

DescriptionforUse: _____

User is **required** to submit "Certificate of Liability Insurance" 1 week prior to the event. The certificate of liability should name the **Town of Cornish** as "additionally insured". Payment is requested 1 week prior to the event. Cost of toilet facilities is the responsibility of the user and payment is required 1 week prior to the event.

Restrictions and Limitations:

The signing of this agreement by the applicant (user) shall guarantee to the Cornish Fairgrounds Advisory Board that the user understands, and shall abide by any specific restrictions and/or limitations required by the Cornish Fairgrounds Advisory Board for this specific use and the general restrictions and limitations listed on the attached sheet. Also, the user shall be liable for any costs that accrue to the Cornish Fairgrounds Advisory Board for the user's failure to abide by these restrictions and limitations for the event. This document is nonassignable.

Print Name: _____ SignName: _____ Date: _____

Please mail or fax application to: Phone 207 793 3692, Fax 207 625 3281

Glenn RankinC/O Cornish Fairgrounds

1876 North Rd

Cornish, Me 04020 rev 6/13/14