



# TOWN OF CALAIS

3120 Pekin Brook Road  
East Calais, Vermont 05650

<b>Policy Name:</b>	Calais Town Hall Usage Policy				
<b>Approval Authority:</b>	Calais Selectboard	<b>Adopted:</b>	July 12, 2021	<b>Rev. ID:</b>	Rev. IR 071221
<b>Responsible Executive:</b>	Calais Selectboard	<b>Review Frequency:</b>	Annually	<b>Review By</b>	July 2022
<b>Responsible Office:</b>	Calais Town Clerk	<b>Contact:</b>	Town of Calais Selectboard (802) 456-8720		

## TABLE OF CONTENTS

Background	<a href="#">Page 1</a>
Reason for This Policy	<a href="#">Page 1</a>
Individuals and Entities Affected by This Policy (Who Should Read This Policy)	<a href="#">Page 2</a>
Exclusions	<a href="#">Page 2</a>
Responsibilities	<a href="#">Page 2</a>
Definitions	<a href="#">Page 3</a>
Statement of Policy	<a href="#">Page 4</a>
Related Documents, Forms, and Resources	<a href="#">Page 6</a>
Website Address for This Policy	<a href="#">Page 6</a>
History and Updates	<a href="#">Page 6</a>
Appendix	<a href="#">Page 7</a>
Approvals	<a href="#">Page 8</a>

### Background

Constructed in 1866 and listed on the National Register of Historic Places, the Calais Town Hall is the manifest heart of our community. Originally built as a church it eventually evolved into the center for Town meetings and many other functions. After years of deferred maintenance, on March 6, 2018, the voters of the Town of Calais unanimously approved the securing of a \$200,000 loan for renovation of the Calais Town Hall. Now, due to efforts and support of many dedicated individuals, the Hall again stands ready to serve our community not only as a place for municipal functions but also as a site for cultural, public, and private events.

### Reason for This Policy

In June of 2019, after a series of public hearings, the Calais Development Review Board (DRB) approved a change in use of the Calais Town Hall from a Strictly Public Facility to a Mixed Use Public Facility and Cultural Facility. The change of use means that in addition to the meetings of Town officials, committees, and commissions, the building can serve as a venue for local theater, music, exhibitions, and other cultural events. The Town may also rent out the space for public and private events such as family parties, weddings, and funerals. This policy exists to ensure that any and all such activities taking place at the Town Hall are in compliance with:

- the 2019-05 Town Hall DRB Decision,
- the Certificate of Occupancy issued by Vermont Department of Public Safety on 6/15/20 for Site Id. 22786,
- any applicable Federal or State laws, standards, or statutes.

### **Individuals and Entities Affected by This Policy (Who Should Read This Policy)**

- Town officials, committees, commissions, and employees utilizing the Hall to conduct Town related business.
- Sitting and newly elected Board Members of The Friends Of The Calais Town Hall.
- Third party individuals, groups, or organizations wishing to use the Hall for public or private events.

### **Exclusions**

- None

### **Responsibilities**

#### **Selectboard**

- Review the Calais Town Hall Usage Policy on an annual basis and update as needed.
- Review and update the Management Agreement on an annual basis in collaboration with the Friends.
- Review and approve, or deny, requests for permitted exceptions to this policy as noted herein.
- Appoint a Gospel Hollow Warden to assist in the year round maintenance and upkeep of the Hall.
- Retain the services of an agency or individual to perform regular janitorial duties at the hall.
- Coordinate with the Town Highway Department to ensure the parking areas are seasonally maintained.
- Collaborate with the Friends to develop a year round maintenance plan and schedule of duties to ensure the Hall and grounds are properly maintained.
- Determine and maintain appropriate levels of insurance coverage for municipal activities.

#### **Town Officials, Committees, Commissions, and Employees**

- Notify Town Clerk, in advance of other approved bookings, of the dates and times of municipal events and meetings to occur at the Hall.
- Clean up after each meeting to help maintain a safe, clean, and orderly space for conducting Town business.
- Follow all protocols and guidelines contained within this document.

#### **Town Clerk**

- Ensure that this policy is published to Town website.
- Maintain a file in the Town Office with current signed and approved copies of this policy.
- Ensure that the dates and times of events, meetings, and gatherings are posted to the Town Calendar

#### **Friends Of The Calais Town Hall**

- Act as an authorized agent of the Selectboard to approve non-municipal use of the Hall and ensure that individuals, groups, or organizations using the Hall for cultural, private, or public events understand and abide by this policy as well as the terms and conditions of the Management and Rental Agreements.
- Maintain records of non-municipal events occurring at the Hall.
- Maintain the Town Hall Events Calendar and ensure there are no conflicts with municipal activities.
- Notify the Town Clerk of dates and times of pre-booked and/or approved non-municipal events for posting to the Town Calendar.
- Perform tasks and duties as outlined in the Management and Rental Agreements.
- Review and update the Management Agreement on an annual basis in collaboration with the Selectboard.
- Review the Rental Agreement on an annual basis and update as needed.
- Collaborate with the Selectboard to develop a year round maintenance plan and schedule of duties to ensure the Hall and grounds are properly maintained.
- Maintain appropriate levels of insurance coverage for non-municipal activities.

#### **The Calais Climate Action Team**

- Maintain the Gospel Hollow Edible Garden located on the Town Hall grounds and pursue the goals outlined in the [Gospel Hollow Edible Park Long Term Maintenance Plan](#).

## **Definitions**

**DRB:** The Town of Calais Development Review Board.

**Event:** Any meeting, gathering, happening, or production (municipal, cultural, public, or private) occurring at the Hall.  
Note: Multi-day events such as a series of informational hearings, plays with multiple performances, or weddings and associated rehearsals are regarded as singular events.

**Friends, Friends group:** Friends Of The Calais Town Hall.

**Management Agreement:** Agreement between the Town of Calais and the Friends Of The Calais Town Hall regarding management services for the Calais Town Hall.

**Rental Agreement:** Form used by the Friends to contract with 3<sup>rd</sup> party individuals, groups, or organizations renting the Hall.

**Selectboard:** The Town of Calais Selectboard.

**Town:** The Town of Calais, Vermont.

**Town Clerk:** The Calais Town Clerk or the Office of the Calais Town Clerk.

**Town Hall, the Hall:** The Calais Town Hall, located at 1662 Kent Hill Road, Calais, VT.

## Statement of Policy

### 1. General Provisions

The Calais Town Hall on Kent Hill Road is owned and maintained by the Town of Calais and serves primarily as a venue in which to conduct business and meetings related to the Town of Calais. Town officials, commissions, boards, and committees are given priority for use of the building and facilities. Such activities are coordinated through the Town Clerk's office. Additional town related activities may also take place at the Town Hall at the discretion of the Town Clerk and Selectboard.

The Calais Town Hall has a secondary purpose in that it serves as a center for cultural, public, and private activities. The upstairs portion of the building with its stage and open floor plan is well suited to performances, gatherings, and social events. Through the annual approval of a formal Management Agreement, the Calais Selectboard will delegate the coordination and scheduling of such events to The Friends Of The Calais Town Hall. The Friends group will bear the responsibility of ensuring that any of the non-municipal events occurring at the Town Hall operate within the confines of said agreement and this usage policy.

In all of the above stated instances, the use of alcohol, flames, fireworks, or engagement in activities that require a permit must be approved in advance by the Selectboard or an authorized agent of the Selectboard. In all cases and without exception, such undertakings must be conducted in accordance with applicable laws and regulations.

### 2. Municipal Facility

The Town Hall is the primary venue for meetings and hearings conducted by Town Boards, Commissions, and Committees. Any of these municipal bodies conducting business at the Town Hall must coordinate the scheduling of such events with the Town Clerk who will note them on the Town Calendar. Typically, these events will occur on the ground floor of the building.

Larger municipal events such as Town Meeting Day, other elections, informational hearings, or celebrations may also occur at the Town Hall. As with smaller municipal functions, these events must be scheduled in advance through the Town Clerk's office. These events may use both floors of the building as needed.

### 3. Cultural, Public, and Private Events Facility

Cultural, public, and private events including, but not limited to theatre productions, live music, dances, history and art exhibitions, readings, family reunions, weddings, and receptions will primarily occur on the upper floor of the Hall. For these non-municipal events, access to the restrooms is provided. Use of the kitchen area and dining hall will be granted for events where food will be served. These events must be coordinated and scheduled with the member of the Friends group who is responsible for maintaining the Town Hall Events Calendar. The Friends Events Coordinator will also be responsible for advising the Town Clerk of these activities so they are recorded on the Town Calendar.

Currently, the upstairs portion of the Hall is not sufficiently heated to allow for year round use. For this reason, cultural, public, and private events are limited to the non-winter months unless an exception is approved in advance by the Selectboard. Regularly scheduled and prescheduled municipal events will take priority over non-municipal events. Once a cultural, public, or private event is booked at the Hall and the event is recorded on the Events and Town Calendars, with the exception of a statutory or emergency requirement by the Town, the event will not be subject to rescheduling by the Town.

#### 4. Restrictions

- a. Maximum occupancy for events is limited to 130 people.
- b. The use of tobacco is forbidden in the Hall and on its grounds (parking lots, walkways, etc.).
- c. Animals are not permitted inside the Hall with the exception of service animals.
- d. No sign or temporary structure may be placed on the premises without obtaining advance written approval from the Town Clerk, the Selectboard or an authorized agent of the Selectboard. Any signs or temporary structures placed on the premises shall be promptly removed at the end of the Event.
- e. No alcohol shall be consumed on the premises unless the Selectboard or an authorized agent of the Selectboard has approved use of alcohol for an event, and the person or persons in charge of the event have received a permit from the State Liquor Control Board and proof of liability insurance.
- f. The kitchen may only be used to warm and serve meals. It is not a commercial kitchen facility and may not be used for food preparation.
- g. Events must end by 11:00 pm (unless a later time is approved by the Selectboard).
- h. No music shall be played after 10:00 pm.
- i. Non-municipal events involving more than 25 people will be limited to 4 contracted events a month unless approved in advance by the Selectboard.

#### 5. Accessibility and Use of the Lift

The Town Hall is designed to be accessible. Signage denoting accessible parking and entrance to the Hall is located at the southeast corner of the building. An interior lift provides access to the second floor of the Hall. Use of the lift is exclusively reserved for people who cannot access the second floor using the stairs.

#### 6. Parking

- a. Parking to accommodate the maximum occupancy of 130 people is limited to 73 spaces:
  - 13 vehicles in the graveled lot on the east side of the Hall,
  - 18 vehicles along the south side of Kent Hill Road (adjacent to the Town Hall property line),
  - 14 vehicles at the Town Office parking lot, and
  - 28 vehicles in the mowed area on the west side of the Hall.
- b. For functions at which parking is likely to exceed the capacity of the graveled lot on the east side of the Hall, the event host must provide parking attendants and signage that safely directs drivers to initially park in the graveled lot, then along Kent Hill Road, and finally the Town Clerk's Office lot. The event host must place cones along the side of the road opposite Town Hall to indicate where parking is not allowed. The event's parking attendants must also safely direct traffic out of the parking areas at the conclusion of such events.
- c. Should parking requirements exceed the capacity of the designated areas on the east side of the Hall, Kent Hill Road, and the Town Clerk's Office, the mowed area on the west side of the Hall shall be used as a parking area of last resort.
- d. If the mowed area is to be used for parking, a parking attendant must be stationed at the southeast corner of the building to direct vehicular and pedestrian movement. The event host must use cones to reinforce parking in the approved areas. The event's parking attendant will also be responsible for guiding vehicles to the approved spaces.

#### 7. Housekeeping

While the Selectboard will retain the services of an agency or individual to perform regular janitorial duties at the Town Hall, it is the responsibility of each municipal Board, Committee, and Commission to clean up after themselves at the end of each use of the Town Hall. If refreshments, snacks or beverages are served or provided, each municipal Board, Committee and Commission will wipe down all tables and countertops that were used, and will sweep up and dispose of any and all crumbs or food of any kind from the floor surface. A broom and dustpan will be left out for easy access. Additionally, each Board, Committee and Commission will remove any and all trash and/or recyclables resulting from said clean up and will take away any trash bags at the end of their meeting/event and will remove them from the Town Hall. Even though dishes and glassware in the kitchen were clean when stored there, over time critters and such may contaminate them. Therefore, it is each individual's responsibility to wash any dish or glassware before and after each use.

## Related Documents, Forms, and Resources

### [DRB Minutes 5-30-2019](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

### [2019-05 Town Hall DRB Decision](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

### [Minutes of Calais Selectboard Special Meeting 05-08-2019](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

### [Certificate of Occupancy](#)

Contact: Vermont State Fire Marshall – (802) 585-6474

### [Septic Permit](#)

Contact: Department of Environmental Conservation Drinking Water and Groundwater Protection Division  
Montpelier Regional Office – (802) 828-5034

### [Parking Map](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

Calais Town Hall Management Agreement: dd/mm/yy (*add hyperlink once approved*)

Contact: Friends of the Calais Town Hall – [friendsofthecalais townhall@gmail.com](mailto:friendsofthecalais townhall@gmail.com)

Calais Town Hall Rental Agreement: dd/mm/yy (*add hyperlink once approved*)

Contact: Friends of the Calais Town Hall – [friendsofthecalais townhall@gmail.com](mailto:friendsofthecalais townhall@gmail.com)

### [Calais Town Calendar](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

Calais Town Hall Events Calendar (*add hyperlink once calendar is created*)

Contact: Friends of the Calais Town Hall – [friendsofthecalais townhall@gmail.com](mailto:friendsofthecalais townhall@gmail.com)

## Website Address for This Policy

[Enter the link here once the policy is posted to the Town's website.]

## History and Updates

Rev. IR 071221: *Initial Release*

## **Appendix**

### [2018-18 Town Hall DRB Decision](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

### [2018-18 Town Hall Alternative Concurrence Decision](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

### [Conveyance Certificate of Operation](#)

Contact: Vermont Elevator Inspection Services – (802) 878-9553

### [Report on the Use and Funding Plan for the Calais Town Hall](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720

### [Summary of plumbing and septic capacities at the Calais Town Hall](#)

Contact: Calais Town Clerk – [calais.townclerk@gmail.com](mailto:calais.townclerk@gmail.com) : (802) 456-8720



APPROVALS

Approved: 7 / 12 / 2021  
                  dd    mm    yyyy

Name: Denise Wheeler

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