

Guidelines for Use of Calais Town Hall

The Calais Town Hall on Kent Hill Rd is available for use in warm months (May – October) to Calais groups, with priority given to governance boards, committees, and commissions. Secondly the Town Hall will be available to Calais-related groups for the purpose of meetings, events, gatherings, or social events.

Use of the Town Hall requires:

1. A responsible contact person who will act as a liaison with the Town Clerk. This person will schedule the use, communicate any changes to the agreement, be responsible for unlocking and locking the building, picking up and returning the key, and will oversee the responsible use, care, and cleaning of the building after the event.
2. The use of the building is free for Calais residents and groups, with prior scheduling and approval of the Town Clerk.
3. If a non-Calais-based groups requests the use of the building, it is at the discretion of the Town Clerk in consultation with the Chair of the Selectboard to approve the use of the building. The use will be free unless the event requires additional labor and time of the Calais Town employees, or if it is determined a damage deposit might be required for a particular event. In this case, a reasonable fee will be established to cover employee work time and a refundable damage deposit.
4. At the time of active renovation, this policy will be reviewed and updated.
5. Groups wishing to use the upstairs for events with more than 50 participants must coordinate with and receive approval from the State Fire Marshal on a case by case basis.
6. No use of alcohol or flames without permission.

Approved by Selectboard June 26, 2017