



# Town Hall Use Policy

Established February 22, 1999 rev. May 2015

## **Purpose:**

The Hudson Town Hall houses the various governmental departments and their employees, and elected and appointed boards.

## **Space:**

The Town Hall has both public meeting rooms and private departmental office space. Public meeting rooms are as follows:

- Selectmen's Conference Room – 2<sup>nd</sup> Floor
- Seating capacity: 36
- Auditorium – 2<sup>nd</sup> Floor
- Round Table Capacity: 130 (13 tables with 10 people per table)
- Rectangle table Capacity: 130 (13 tables with 10 people per table)
- Seating Capacity: 250
- Standing/Dance Capacity: 450

## **Use:**

Meeting rooms are reserved for the use of employees, Town boards, committees, and commissions. When available these public rooms may be used by outside parties. Pursuant to the Town Charter, the decision as to whether or not an outside organization will be permitted to use these rooms will be made at the discretion of the Executive Assistant. Preference will be given to Hudson organizations in the following priority order:

- Civic groups performing activities or providing services which directly further a goal or priority of the Town.
- Non-profit and charitable organizations.
- For-profit organizations utilizing the rooms for a public purpose – i.e., dance recitals, community theater, etc.

## **Rules of Use:**

1. Users are asked to meet with the Building Maintenance Coordinator, Ray Girard at 978-567-0980 at least one week in advance of the event.
2. Users should specify how they wish the room to be set up. This can be done in writing in advance of the event or at the meeting with the BMC.
3. No furniture or structures should be moved by users.
4. Users should be aware that Town Hall is primarily used as a place to conduct the public meetings of official Town Boards and Committees. Therefore, other events may be taking place in Town Hall simultaneously. Users are requested to exercise courtesy and keep the noise level to a minimum if another meeting is taking place in

the Selectmen's Hearing room located adjacent to the back of the Auditorium. It is especially important not to move furniture or chairs set up in or just outside of the Selectmen's Hearing Room as the room is set up each evening to accommodate the anticipated needs for meetings occurring that particular night.

5. Parking for the building during the evening hours is usually sufficient. However, events occurring on a Friday or Saturday could conflict with events at the Church or Boys and Girls Club. Therefore, it is advisable to discuss parking needs with the BMC in advance. If you anticipate requiring a large amount of parking, you will be directed to use one of the South Street public lots within proximity to Town Hall. Daytime event patrons should not park in the Town Hall Employee parking or the Bank parking. Parking rules and regulations are enforced regularly.
6. Bathrooms and a drinking fountain for the auditorium are located at the back of the auditorium, through the glass doors. Vending machines are located through the door to the left of the stage. Additional bathrooms are available on the ground floor if necessary for larger events.
7. The auditorium is not air-conditioned. Windows can be opened to provide ventilation. The fire escape is not to be used by patrons of the event. Caterers and others bringing in equipment for the event can use the fire escape for set-up and clean up only.
8. No one is allowed on the balcony unless given permission in advance of the event.
9. The Town Hall is a NON SMOKING facility. There are ashtrays located by the benches to the side of the building and in front. Please direct smokers outside and to extinguish cigarettes in the provided ashtrays.
10. For all children's events, at least one adult per 15 children should be on site to monitor the event and serve as chaperones. Children should be instructed to treat the facility with care and respect. This includes not jumping off the stage, swinging on railings, or running through the building. Children especially should not be allowed on the fire escape, except in an emergency.
11. Event patrons during after-hours events are requested to remain within the auditorium except when using the bathroom facilities.
12. All food and beverages must stay in the auditorium. No food or beverages will be allowed in the Selectman's Hearing Room.
13. Nothing will be hung on the walls by the users. All decorations must be approved by the BMC during the initial meeting.
14. Users will be responsible for trash removal. A dumpster is located in the rear of the Town Hall.
15. No alcohol is allowed on premises without prior approval from the Hudson Board of Selectmen.
16. Town Hall's regular hours are 8:00 am – 4:30 PM, Monday through Friday. Events that are held outside of the normal business hours will require a monitor who shall be either the BMC or another Town employee appointed for this purpose.
17. Users will be responsible for any damages incurred while hosting an event. Users will be furnished with an estimate of cost to repair any damages to the building.

### **Costs:**

Users should expect to pay a rental fee of \$100 to cover the costs associated with the event; an additional \$50 fee may be charged when food and/or beverages are served in the auditorium. When the space is reserved during non business hours a member of staff will need to monitor the building, the charge for this is \$37.50 per hour. Fees will be established prior to the event and users are expected to pay a week prior to the event.

**Furniture & Equipment:**

The Town Hall has 125 chairs and 5 rectangle tables available. Additional chairs and tables are the responsibility of the applicant. Furniture rentals are available by Encore Rentals, (978) 562-0022. Users will be responsible for set up and removal of all rental furniture.

The Town Hall has the following equipment available: an overhead projector, a screen, an easel (with dry erase board) and a TV/VCR. Users will be responsible for all equipment needs. This must be coordinated with the BMC during initial meeting.

**Control:**

Please direct all inquiries to Teresa Vickery  
Phone: (978) 562-9963 Fax: (978) 568-9641 Email: [tvickery@townofhudson.org](mailto:tvickery@townofhudson.org)

**Examples of Permissible Uses:**

Meetings, hearings, plays, recitals, dances, non-political fund-raisers

**Examples of Non-Permissible Uses:**

Political events, weddings, parties.



## Town Hall Use Policy

### Acknowledgment of Responsibility

I, \_\_\_\_\_, as the individual responsible for the event at Hudson Town Hall scheduled on \_\_\_\_\_ and sponsored by \_\_\_\_\_, have read the Town Hall Use Policy and I understand and agree to abide by the rules of use set forth in the Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_



# TOWN OF HUDSON

## APPLICATION FOR USE OF TOWN HALL

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Civic Group  Non-profit  For profit organization  Other \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Event Hours: \_\_\_\_\_ to \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Type of Event:

---

---

Special Requirements/Equipment Needed:

---

---

---

### NOTICE TO APPLICANTS:

**All applicants must read the Town Hall Use Policy and sign acknowledgment of responsibility. All parties will be required to pay a rental fee and maintenance costs prior to event. These costs will be determined by the Town. The Town reserves the right to deny any application subject to room and staff availability.**

Submit application to:

Teresa Vickery, EA's Office, 78 Main Street, Hudson MA 01749

Phone: (978) 562-9963

Fax: (978) 568-9641

Email: [tvickery@townofhudson.org](mailto:tvickery@townofhudson.org)

### For Office Use Only

**Rental Fee:** \_\_\_\_\_ **Maintenance/Cleaning:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_

**Staffing:** \_\_\_\_\_