

# Sandwich Town Hall Meeting Hall Rules and Regulations

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The Town Hall was one of the first Town Halls, if not the first Town Hall, constructed in the Commonwealth following the public approval on 11 November 1833 by the voters of the State of a referendum to ratify the separation of church and state by amending the Article III of the Bill of Rights of the Constitution of the Commonwealth. Prior to 1834 the Sandwich Town Meeting had met in the Congregational Meeting House located at River and Main Streets. The Sandwich Town Hall is therefore not only an architectural symbol of the roots of democracy but also the actual historical embodiment of the separation of governmental power and religious expression.

The Sandwich Town Hall reflects over 175 years of Sandwich's history and culture as well as the larger issues of State and National life that have had an impact on the Sandwich community. The Town Hall has been in active use as the seat of Town government for every one of those 175 years. There are few towns that can make this claim.

With the preservation and restoration of the building as a whole the magnificent space of the Hall will serve the public in ways that are appropriate for our own time and for a broad range of community events and meetings that can bring residents of the Town closer to each other and to the living history of the Town of Sandwich. With this in mind, please take care of this important public space!

## **I. Definitions**

Town Hall:	The Town Offices located at 130 Main Street, Sandwich
Meeting Hall:	The second floor of Town Hall
Town Staff:	Town employees, or vendors paid by the Town of Sandwich
Committee:	A Sandwich group formally elected in a public election conducted by the Sandwich Town Clerk, or appointed by the Board of Selectmen or Town Moderator, or other governmental entities.

- Liquor License Applicant: An individual or organization that applies to the Board of Selectmen for a special one-day liquor license at the Meeting Hall.
- Non-profit Groups & Committees: An organization recognized under section 501(c)(3) of the US Internal Revenue Code, or other organizations that do not distribute their surplus funds to owners or shareholders, but instead uses them to help pursue their goals.
- On-Call Supervisor: An individual with authority granted by the Town Manager to control access and use of the Meeting Hall. On-call supervisors represent the Town of Sandwich during Meeting Hall events. They have full authority to enforce all Meeting Hall Rules and Regulations, and generally preserve the historic Meeting Hall space and maintain public safety.
- Political Action Committee: Any committee, association, organization or other group of persons, including a national, regional, state, county or municipal committee, which receives contributions or makes expenditures for the purpose of influencing the nomination or election of a candidate, or candidates and which is not a candidate's committee, a political party committee nor a ballot question committee.
- Public Meeting: An assembly or conference of persons for a specific purpose conducted by Committees, Town Staff, or other Federal, State, or Local government officials. This **excludes** meetings held to further the objectives of registered political parties, political actions committees as defined above, unions, and for-profit organizations.
- Private Meeting: A **non-public** assembly or conference of not less than fifty (50) people conducted for a specific non-profit purpose. This **excludes** meetings held to further the objectives of registered political parties, political actions committees as defined above, unions, and for-profit organizations.

## II. Uses of Meeting Hall

- a. The following are allowed uses of the Meeting Hall:
  - i. Public meetings as defined above
  - ii. Private meetings, as defined above
  - iii. Performances
  - iv. Art shows (displays)

- v. Movies
  - vi. Fundraisers for non-profit organizations or causes
  - vii. Tours
- b. The following are **not** allowed uses of the Meeting Hall:
- i. Private parties or functions (e.g., birthday party, cocktail party, wedding reception, retirement party, etc.)
  - ii. Exercise classes
  - iii. Arts & crafts classes, workshops, etc.
  - iv. Religious services, events, etc.
  - v. Fundraisers for for-profit organizations or causes
  - vi. Political fundraisers
- c. Alcohol restrictions:
- i. All Meeting Hall users that wish to serve alcohol must obtain a one day liquor license from the Board of Selectmen in advance of the event. Note that large events with alcohol may require a Police Department detail at the user's expense.
  - ii. The liquor license applicant must also have \$1,000,000.00 / \$2,000,000.00 liquor liability coverage added to their insurance policy, naming the Town of Sandwich as an additional insured.
  - iii. All Meeting Hall users serving alcohol must abide by all relevant state and local laws, rules, and regulations regarding alcohol pouring and consumption.

### **III. Procedures for Meeting Hall Use**

- a. Access
  - i. All requests for use of the Meeting Hall must be submitted to the Town Manager's Office at 508-888-5144 or 4910, or via e-mail sent to [townhall@townofsandwich.net](mailto:townhall@townofsandwich.net), at least two weeks prior to the event.
  - ii. The Town Manager must approve all uses of the Meeting Hall ahead of time.
  - iii. Governmental meetings will be given preference over non-governmental requests for the space.
  - iv. Committees and Town Staff may, at the discretion of the Town Manager, have direct access to the Meeting Hall with their own key.
  - v. All other users of the Meeting Hall may only gain access to the Meeting Hall via an approved On-Call Supervisor, as defined above, and must sign the attached form indicating that they have read, understand, and agree to abide by the Meeting Hall Rules and Regulations and any instructions given by an On-Call Supervisor.

- b. Costs (Please note that the Town has established a Revolving Fund per M.G.L. chapter 44 section 53E½, so that any fees collected for the use of the Meeting Hall will only be used to support Meeting Hall operations and expenses):
  - i. Committees and Town Staff and other Federal, state, and local governmental officials and staff may use the Meeting Hall at no charge
  - ii. All other users must pay the following fees:
    - 1. Town of Sandwich resident On-Call Supervisor flat fee: \$100 for 4 hours; \$25/hr every hour thereafter. All users must include an additional separate \$100 deposit for potential additional required On-Call Supervisor hours. This deposit will be refunded in full if the additional hours are not required.
    - 2. Town of Sandwich resident \$50 utility and septic surcharge.
    - 3. Town of Sandwich resident \$25 custodial set-up/clean-up fee.
    - 4. Non-Town of Sandwich resident On-Call Supervisor flat fee: \$200 for 4 hours; \$50/hr every hour thereafter. All users must include an additional separate \$100 deposit for potential additional required On-Call Supervisor hours. This deposit will be refunded in full if the additional hours are not required.
    - 5. Non-Town of Sandwich resident \$50 utility and septic surcharge.
    - 6. Non-Town of Sandwich resident \$25 custodial set-up/clean-up fee.
  - iii. All users must have the prior approval of the Town Manager's Offices to charge a fee to the public at the door for entrance into a given event.
- c. Insurance & Copyright Licenses
  - i. All users – other than Town Committees, Town Staff, and other Federal, state, and local governmental officials and staff – will be required to obtain insurance coverage as follows:
    - 1. For liability for bodily injury including accidental death, \$1,000,000.00 for any one person and, subject to the same limit for each person, \$2,000,000.00 on account of one accident.
    - 2. For liability for property damage, \$1,000,000.00 on account of any one accident and \$2,000,000.00 on account of all accidents.
    - 3. All policies shall be so written so that the Town of Sandwich is listed as an additional insured
  - ii. All users must provide the Town with a copy of any required performance copyright licenses, if applicable to the event.
- d. General Responsibilities of Users
  - i. All users will be responsible for the following:
    - 1. Setting up the space for the event (e.g., moving chairs, etc.)
    - 2. Cleaning up after the event
    - 3. Returning the Meeting Hall to the original set-up
- e. Trash removal
  - i. All users are responsible for removing **all** trash off the premises at the conclusion of their event. The Town does not have a dumpster available on-site.

- f. Stage Lighting & Sound System
  - i. All users that require stage lighting and/or use of the sound system must provide their own light/sound professional to be on-site during the event(s) at their own expense. This individual must be prior-approved by the Town prior to the event. In the event the auditorium lighting and/or sound system settings are left disrupted from the default setting and the Town has to hire its own professional to correct it, the user must reimburse the Town for this expense in full.

#### **IV. Meeting Hall Parameters**

- a. The maximum capacity of the Meeting Hall is 175 people seated, or 285 people standing, or 140 people with tables & chairs.
- b. The Meeting Hall may be used at the following times:
  - i. Weeknights from 4:30pm – 11:00pm
  - ii. Weekends from 8:00am – 11:00pm
  - iii. Weekday use during regular business hours (Monday through Friday, 8:30am – 4:30pm, excluding state holidays) is discouraged, however, will be considered on an ad hoc basis by the Town Manager
- c. There is no public access to the balcony in the Meeting Hall.
- d. Performances using the stage will be controlled as follows. (Please note that the stage is not designed for traditional sets. It is a historically preserved space, and does not include any dressing rooms or any significant “wing space.”)
  - i. All sets must be brought to the Meeting Hall via the elevator. The elevator’s dimensions are 5'-8" wide X 4'-3" deep with a 3'-0" door and rails that come 4" off the walls on each side. The loading capacity for the elevator is 2100#.
  - ii. The stage dimensions are 39'-5" wide X 14'-4" deep X 13'-2 1/2' ceiling height. The stage is a “no fly” space.
  - iii. The stage does not have theater lighting. Temporary lighting may be brought in; however, it must be limited to 40A.
  - iv. The Meeting Hall does have two speakers recessed in the walls on both sides of the stage that will be available for hook-up. No other audio equipment will be provided by the Town.
  - v. All set designs must be approved by the Town prior to any performances, and must be removed immediately following the performance and removed from the building.
  - vi. Rehearsals must be limited to only one (1) dress rehearsal prior to the first performance. Other rehearsals should be conducted off-site.
  - vii. All props should be stored off-site.
  - viii. No alterations to any portion of the premises is permitted.
- e. Food and beverages must be limited to beverages, and small finger foods that can be easily cleaned-up at the end of the event by user. Glass is prohibited. Note: The Meeting Hall lacks a proper janitor’s closet/sink. There is a small sink and

refrigerator that may be used; however, dishware is not to be washed on-site. All food preparation must be done off-site.

- f. Any additional furniture or furnishings to be brought into Meeting Hall by the user must be pre-approved by the Town Manager.

## **V. Enforcement**

- a. The Town Manager, or his/her designee, has sole discretion in determining the appropriate use of the Meeting Hall. The Town Manager may, on an ad hoc basis, adjust one or more of the requirements outlined above based on financial hardship—documented to the satisfaction of the Town Manager—of requested users of the Meeting Hall. The Town Manager’s decision is final, and may not be appealed to any other Town board or committee.
- b. Users that do not comply with these rules and regulations may be charged an additional On-Call Supervisor or cleaning fee; may be charged security deposits for future events; and/or may be banned from using the space in the future. The Town Manager reserves the right to institute additional enforcement measures not listed above in the future.