



## Criteria for allowing use of town property by individuals or organizations:

- 1) Use of a specified property will not conflict with prior authorized use of the same property without discussion and agreement of the Town and all parties involved.
- 2) Provide proof of insurance coverage (at least 1 MUSD) naming Town of Danville as Additional Insured through private insurance or through the Town of Danville's Tulip policy.
- 3) Hours limited by agreement to avoid conflict with neighboring residents and operation of Town property.
- 4) The individual or organization is responsible for correcting or repairing any damage resulting from the use of the property by the individual or organization or the people being served by the individual or organization
- 5) Group or organization is responsible for property utilized and ensuring the space is clean and litter-free at the end of the event.
  - a. The Town of Danville is not responsible for providing waste receptacles.
  - b. Fees of \$25 per garbage bag will be assessed for unremoved litter.
  - c. Fees at a rate of incurred costs plus 10% will be assessed for trash removal, repairs or to offset other incurred expenses by the Town of Danville to the site due to the event.
- 6) Location shall have adequate parking for the size of the scheduled event. These arrangements are to be made by the organization or individual planning the event and will be presented at the time of usage request.
- 7) Access to the site must have clear sight-lines for vehicles entering or exiting the event site.
- 8) Proof of licensing by the Vermont Department of Health (VDH) or other licensing agency, if necessary for the type or time frame of the operation.
- 9) Alcohol, smoking and vaping is prohibited without proper approval and permitting for the specific event and location.
- 10) Open flames are prohibited without express approval from the Town of Danville and the Town of Danville Forest Fire Warden.

- 11) Water and electric and other on-site utilities may be limited, but must be requested at time of approval for site use. The Town will not be responsible for the reliability of on-site utilities or providing technical support for using such utilities.
  - a. Utilization of onsite infrastructure will require user to return said object or utilities to the position or state they were found in (i.e. turning off lights, water, or returning picnic tables, etc.)
- 12) The Danville Selectboard meets on the first and third Thursdays of each month, requests and relevant information must be submitted for a decision at a regularly scheduled Selectboard Meeting prior to the event.
- 13) Applications will be considered based on date and time of application (first-come, first-serve) and completeness of information provided.
- 14) (Group or organization) must determine relevance of, and comply with any relevant local, state or federal regulations.
- 15) Permission for use of Town property can be withdrawn at any time by the Town if the Town determines that the individual or organization has failed to satisfy the defined criteria.
- 16) A cost for space(s)/security deposit will be paid to the Town of Danville for all for-profit individuals or organizations.
- 17) A security deposit is required prior to approval for use of buildings, or if an event is determined by the Selectboard to run the risk of damage to the requested property. The deposit will be returned if appropriate at the end of the event by authorization of the Selectboard.
- 18) Long term use will require a separate lease and done on a case by case basis.

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Adopted by consensus of the Danville Selectboard at 4-15-2021 meeting