



## **Town of Winter Harbor**

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# ***Gymnasium Use Policy***

## **1. Purpose**

The Winter Harbor Gymnasium is a multi-purpose building designed to serve as the town gymnasium, a meeting hall and a community building. The aim of this policy is to regulate its use to ensure maximum benefit to the people of Winter Harbor.

## **2. Acceptable Uses and Priority of Use**

Although the building is available for use by any Winter Harbor resident or organization on a first-come/first-served basis, if there is a scheduling conflict, the following priority schedule will be followed:

- Priority 1 - Hearings/meetings scheduled by the municipal officers and/or the Town Manager.
- Priority 2 - Non-profit activities being run for the benefit of the youth of Winter Harbor (educational, athletic, recreational). The adult sponsor must be a Winter Harbor resident and must be present while the facility is in use.
- Priority 3 - Winter Harbor non-profit civic organizations (Women's Club, Historical Society, etc)
- Priority 4 - Informal adult sports and recreational activities sponsored by a Winter Harbor resident. The sponsor must be present while the facility is in use.
- Priority 5 - Private activities of a Winter Harbor year-round or summer resident (weddings, receptions, reunions, etc).
- Priority 6 - Winter Harbor-based profit-making organizations and individuals (commercial shows, fairs, organizations using the facility for profit-making purposes)
- Priority 7 - Non-Winter Harbor non-profit civic organizations
- Priority 8 - Informal adult sports and recreational activities sponsored by a non-Winter Harbor resident. The sponsor must be present while the facility is in use.
- Priority 9 - Private activities of a non-Winter Harbor resident (weddings, receptions, reunions, etc.)
- Priority 10 - Non-Winter Harbor profit-making organizations and individuals (commercial shows, fairs, organizations using the facility for profit-making purposes)

## **3. Fees**

- a. All users except the Informal Sports and Recreational Activities users (sponsored by a Winter Harbor resident) must pay, in advance, a \$50 cleaning deposit. The deposit

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will be returned to the person making the reservation when the key is returned to the Town Office and the facility is returned to its original condition of cleanliness by the user. Any damage to the building or its contents will require full restitution in the amount determined by the Board of Selectmen or its agent.

b. If a key is lost or not returned, a \$15.00 fee will be deducted from the cleaning deposit.

c. The following schedule of fees applies:

*(1) Municipal activities:*

- No cleaning deposit
- No fees

*(2) Non-profit Civic Organizations (Women's Club, Historical Society, etc):*

- No rental fee
- The Board of Selectmen may require the group to pay for any utilities and any special services deemed appropriate.

*(3) Private Individuals (weddings, receptions, reunions, etc.)*

- Cleaning deposit of \$50 required
- Rental fee: Residents (year-round and summer) - \$100 plus \$25 each additional day  
Non-residents - \$200 plus \$25 each additional day

*(4) Children's Parties:*

- Cleaning deposit of \$20 required
- Rental fee: Residents - \$30  
Non-residents - \$50

*(5) Profit-making Organizations and Individuals (commercial shows, fairs, organizations using the facility for profit-making purposes)*

- Cleaning deposit of \$50 required
- Rental fee: \$100

*(6) Informal Sports and Recreational Activities (pick-up games, practices, recreational activities)*

- No cleaning deposit required if sponsored by a Winter Harbor resident. A \$20 cleaning deposit will be required if the sponsor is a non-Winter Harbor resident.
- Key deposit of \$15 required. \$10 will be returned if the key is returned to the Town Office on the next available business day and the gymnasium is left in an acceptable condition.
- The sponsor must be 18 years of age or older and will be liable for any damage to the building or grounds.

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THE ABOVE FEES ARE THE STANDARD MINIMUM FEES FOR EVENTS PLACING NORMAL WEAR AND TEAR ON THE FACILITY. THE BOARD OF SELECTMEN RESERVES THE RIGHT TO ALTER THESE FEES IF THEY FEEL THAT THERE ARE SPECIAL CIRCUMSTANCES WARRANTING AN INCREASE IN THE FEES.

**4. Reservations and Keys**

a. The facility should be reserved at least two weeks in advance of the scheduled event (for all activities except the Informal Sports and Recreational Activities) by the responsible member of the organization. All fees and deposits must be paid at that time.

b. Sponsors of Informal Sports and Recreational Activities should reserve the facility at least 48 hours in advance of the scheduled event. The deposit must be paid at that time.

c. The reservation form included in this policy must be completely filled out and signed by the responsible party for all events.

d. The gym key will be available at the Town Office on the last business day before the event and must be returned to the Town Office on the first business day following the event. Town Office hours are 8:00 am to 4:00 pm. If a key is lost or not returned, a \$15 fee will be deducted from the cleaning deposit.

**5. General Regulations**

a. Activities shall be restricted to the area for which permission is granted.

b. The organization using the facility shall be responsible for moving its equipment, material and supplies into and out of the facility.

c. If custodial assistance is needed, as determined by the administration, a charge will be assessed and must be paid within 30 days.

d. The facility will be carefully examined after use. The applicant will promptly make good on any loss or damage occurring as a result of the use of the facility.

e. No property or equipment is to be altered or removed from the premises.

f. No decorations or materials will be attached to the walls, floor or ceiling in any manner which damages the building or are permanent in nature.

g. No reservation will be considered to have been made until the use is approved by the town's administrative official and the fees are paid.

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**6. Alcoholic Beverages**

- a. The selling of alcoholic beverages is not allowed.
- b. If a person or organization wishes to serve alcoholic beverages at its function, the following requirements must be fulfilled before the request can be approved:
  - (1) A "BYOB" application must be obtained from the State with prior approval by the Board of Selectmen.
  - (2) A copy of a liability insurance policy must be provided which names the town as an insured party.
  - (3) The person/group must hire an off-duty police officer to be present at the function at all times. The Board of Selectmen reserves the right to require additional officers, if it feels they are warranted.

**7. Smoking** - Smoking is not permitted in the building at any time.

**8. Hours**

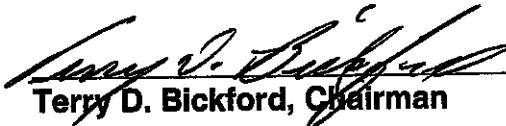
- a. The building will be secured at 10:00 pm unless other arrangements are made in advance of the event.


**Failure to comply with this Gymnasium use Policy will result in suspension of privilege to rent the facility.**

Revised: December 15, 2014

Date: 12/15/14

Winter Harbor Board of Selectmen

  
Terry D. Bickford, Chairman

  
Larry D. Smith, Jr.

  
William R. Faulkingham