



**Town of Middlefield  
Selectboard**

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**Middlefield Building Usage Policy**

- 1) All functions must be scheduled and approved through the Selectmen's Office and written on the calendar located in the hall;
- 2) An authorized person or persons shall be named on the "Usage Reservation Request" form and that person or persons and the listed organization(if any) shall be responsible for ensuring that the building, including restrooms and kitchen, if used, are returned to a clean and organized state at least on par with the initial condition;
- 3) If the kitchen is used, it must be cleaned to a state in keeping with the Health Codes and cleaning methods listed in the kitchen; ServeSafe certified person must be in attendance;
- 4) All set up and clean up will be the responsibility of the person(s) or organization;
- 5) Depending on size of gathering, Selectboard may require police presence at the organizations expense;
- 6) Activities must be confined to the area rented;
- 7) Any minors using the building must have an adult sponsor in attendance at all times;
- 8) User is responsible for removing their trash and decorations, etc;
- 9) Smoking is not permitted in the building;
- 10) Sales of alcoholic beverages are prohibited;
- 11) Number of guests shall not exceed safety capacity of space as designated by the Fire Marshal;
- 12) Building users agree to hold the Town of Middlefield harmless from any and all claims resulting from the use of the building and its surrounding environs;
- 13) Organizations and business entities will provide the Town with a Certificate of Insurance naming the Town as a named insured.
- 14) Failure to comply with this policy may result in person or organization being billed for custodial services and may be subject to refusal of further use of the facility;
- 15) For recurring events, one Usage Reservation Request will be sufficient.

**Fees**

Official Town Affairs, Civic/Community Group, organizations not generating income and composed of Middlefield residents and individual resident in service to Town---NO Charge  
Resident/Organization generating income or personal party or function--\$10/hour  
Non-resident users--\$25/hour  
Selectboard reserves the right to waive fees

I have read this policy and agree to its terms:

Signed: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_