

TOWN OF HULL COMMUNITY USE OF PUBLIC BUILDINGS POLICY

The Town of Hull recognizes the importance of community meeting space and, accordingly establishes the following policy to provide clear guidance for utilization of appropriate and available town facilities. Public meeting space promotes community engagement and provides support to organizations contributing

Eligibility:

1. For this policy, Community Organizations are defined as non-profit, civic, and/or charitable organizations based in Hull that primarily serve the Hull community.
2. Eligible organizations must be officially registered as non-profit entities and provide documentation of their non-profit status as well as evidence of liability coverage with the Town of Hull named.

Reservation Process:

1. Community Organizations may reserve spaces in two facilities -the Hull Public Library (9 Main Street) and the Anne M. Scully Senior Center (197A Samoset Avenue) under the following conditions:
 - a) Spaces should be rented during regular public operating hours unless otherwise made available by the Director of the facility in consultation with the Town Manager.
 - b) Reservations are allowed only for spaces not in use by the facility staff for other events, programs, or meetings.
2. Organizations must submit written requests via email or letter to the Director of the relevant facility:
 - a) Director, Hull Public Library, 9 Main Street, Phone: 781-925-2295 Email: hucirc@ocln.org
 - b) Director, Anne M. Scully Senior Center, 197A Samoset Avenue, Phone: 781-925-1239, Email: HullCOA@town.hull.ma.us
3. Requests should include the following information:
 - a.) Name of Organization
 - b.) Purpose of the meeting or event
 - c.) Date and time requested
 - d.) Estimated number of attendees
 - e.) Requested seating or other equipment uses
 - f.) Proof of insurance coverage
4. Requests must be submitted at least two weeks prior to the desired date of use to allow for proper review and scheduling. Groups can schedule up to three months in advance at the approval of the facility's Director in consultation with the Town Manager.
5. Reservations are granted on a first come, first served basis.

Usage Guidelines:

1. Approved organizations may use town buildings for meetings, workshops, seminars, and events aligned with their mission to Hull residents.
2. Organizations are responsible for setup, cleanup, and any costs related to additional equipment or services.
3. Compliance with all applicable laws, regulations, and town policies is expected.
4. No alcohol is permitted.
5. No food or use of kitchen facilities is allowed without permission from the Director, and may incur additional fees.
6. Disruptive behavior infringing on other residents' facility use or staff responsibilities is prohibited.
7. Any permitted after-hour use of a facility requires a Town staff member present with the permission of the facility's Director in consultation with the Town Manager.
8. The town reserves the right to revoke building usage privileges for policy violations.

Fee:

1. A fee of \$30/hour may apply to Community Organization usage of relevant facilities being rented after normal operating hours.
2. The Director may waive or reduce fees on a case-by-case basis.

Review and Amendments: This policy will be reviewed and evaluated from time to time by the Select Board in conjunction with the Town Manager.

This policy is subject to all applicable state and local laws.