

# POLICY GOVERNING THE USE OF THE COMMUNITY CENTER Mercer, Maine

## USE OF BUILDING

The Town of Mercer will have the highest priority of buildings' use, due to its need to provide essential town services for its citizens. All other organizations are subject to the following priority schedule:

1. Non-profit organizations
2. Youth Groups
3. Personal Gatherings (baby, wedding showers, family reunions, wedding receptions, etc)
4. Profit-making organizations

## FEES

All groups and organizations will be charged in accordance with our fee schedule. Additional time required for set-up and/or clean-up time may be charged if applicable. Town of Mercer non-profit organizations and youth groups may use the centers for meetings without charge as determined by the Board of Selectmen.


## RULES AND REGULATIONS


1. All reservations and arrangements for use of the facilities must be made and paid in advance through the Town Office (207) 587-2911.
2. The requesting organization will be held responsible for ensuring that the building rules and regulations are adhered to by their group.
3. A group leader must be present when his/her group, or any part of his/her group, is holding a session in the building for any purpose, and must stay until all members of that group have left the building.
4. Each organization, under the supervision of its leader, is responsible for each of the following items:
  - (a) Make sure all windows and doors, including exit doors, are closed and locked before leaving the building.
  - (b) Return all equipment (IE; tables, chairs, etc.) to their proper storage locations.
  - (c) Return heating and ventilation systems to original settings.
  - (d) Turn off all lights before leaving the building.
  - (e) Abide by the policies governing the use of the building, including payment and fees of property damages caused by their organization.
5. Alcoholic beverages are not permitted in any part of the building or grounds, and group leaders are expected to see that this rule is observed.
6. Smoking is not permitted in the building, or on the grounds.


7. Each organization is responsible for immediately reporting ALL DAMAGES, RULE VIOLATION, & DISCREPANCIES in operating procedures of the building to the Town Office.
8. Tables and chairs will not be loaned to the public to be used outside of the building unless specifically permitted to do so.
9. Sub-letting of the MCC rental space is strictly prohibited. Violators may lose their ability to rent space in the future.
10. Failure of an organization to abide by these rules and regulations may result in that organization losing its building privileges.
11. The responsibility of enforcing rules and regulations rests with the Town of Mercer Board of Selectmen.
12. The USER shall hold harmless, indemnify, and defend the Town of Mercer against liabilities, expenses, and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town of Mercer shall hold harmless, indemnify, and defend the USER against liabilities, expenses, and losses imposed upon them as a result of the actions or inaction of town employees, officers, or agents related to its ownership of the premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.
13. The USER may be required provide the municipality with a Certificate of Insurance naming the Town of Mercer as an Additional Insured.

Adopted on: April 25, 2024

By Mercer Board of Selectmen:

  
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Bruce Hurley, 1<sup>st</sup> Municipal Officer

  
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Gary Mosher, 2<sup>nd</sup> Municipal Officer

  
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Mary Burr, 3<sup>rd</sup> Municipal Officer