Socialist Labor Party Hall – Facility Usage Policies for Renters

The following usage policies apply to all rental events held in the Socialist Labor Party Hall ("Old Labor Hall" or "Hall") and are a part of any agreement between Renter and the Barre Historical Society. Members of the public may rent the Hall by arrangement with the Barre Historical Society. By signing the Rental Agreement, the Renter agrees to pay the required fees in the attached Fee Schedule and comply with all policies and conditions included in this document.

Special Conditions for Use of the Hall

1. **Number of Attendees**

The number of attendees at any event may not exceed the number permitted by State and City authorities on the date of the event. For certain rental events, renters are required to provide the names and cell phone numbers of their representatives (aged 21 or over) that will be on the premises and in-charge for the duration of the event, to the Public Safety Department of the City of Barre:

1.1. Rental events "open to the public" with more than 50 attendees expected (such as fundraisers, dances, hearings, public political events), or

1.2. Private rental events with more than 100 attendees expected (such as weddings, birthday parties, showers, and meetings, conferences, training where attendance is by invitation or pre-registration)

2. **Alcohol**

Alcohol is not permitted anywhere on the premises except under the following conditions:

2.1. Renters must notify and receive the approval of the Rental Coordinator at the time the reservation is made and the intention to serve alcohol on the premises must be indicated on the Rental Agreement in addition to the number of people attending the event.

2.2. In order to permit Bring Your Own Bottle (BYOB), the event must be fewer than 50 people in attendance, and renters must receive permission from the Barre City Liquor Control Board, and a copy of that approval in writing must be provided to the Rental Coordinator in advance of the event.

2.2.1. No alcohol may be sold at a BYOB event.

2.3. Events with 50 people or more in attendance must have the alcohol served by a Licensed Caterer whether or not the alcohol is sold. The Licensed Caterer is responsible for obtaining all permits and licenses from the City of Barre Liquor Control Board. This process can take a few weeks to complete. (A list of Licensed Caterers is available at the Department of Liquor Control website)

3. **Youth** (people under age 21)

The Board reserves the right to refuse to allow or to cancel any underage or youth event which fails to meet the following conditions:

3.1. Reservations for use of the Hall may be made by youth ONLY in collaboration with someone 21 years or older, and the Rental Agreement must be signed by the person 21 years or older, who assumes full responsibility for compliance with the Rental Agreement and the Facility Usage Policies.

3.2. Events, including dance events, expected to be attended by youth must be chaperoned by a ratio of at least 1 adult per 10 youth. A list of the names and phone numbers, including cell phone numbers, of all adult chaperones must be provided at the time of signing the rental agreement.

General Conditions for the Use of the Hall

The following conditions apply to ALL renters of the Hall:

4. **Reservations and Deposits**

4.1. All renters must have a reservation and have a signed Rental Agreement prior to the date of the event.

4.2. All **deposits** are due at the time the Hall is reserved unless specifically waived by the Rental Coordinator.

4.3. No reservation is secured until a Rental Agreement and a $100 Security Deposit is received by the Rental Coordinator. (The appearance of an event on the Socialist Labor Party Hall online Reservations Calendar does not mean the reservation is secure unless the Rental Agreement and deposit have been received.)

4.4. Full rental fee is due on or before the day of use.

4.5. Cancellations more than 30 days in advance entitle the renter to a full refund of deposit.

4.6. Security Deposit checks will be securely destroyed when the Reservation Coordinator determines if the Hall is sufficiently cleaned and all other conditions of the Facility Usage Policy have been complied with. Renters may be invoiced for any costs of cleaning or damage that exceed any sums retained.

4.7. Renters are still responsible for compliance with all other general conditions unless specifically approved and waived in writing by the Board of the Barre Historical Society.

4.8. Special arrangements are available for periodic/repeat renters by arrangement with the Rental Coordinator, who may permit alternative payment arrangements.

5. **Conditions and Rules for Treatment of the Hall — This building is more than 100 years old and is A NATIONAL HISTORIC LANDMARK. Please treat it with respect.**

5.1. No food is permitted except in the main hall.

5.2. At the end of the rental period:

5.2.1.All garbage, perishables, trash and recyclables must be removed from the premises by the renter. (The Old Labor Hall does not provide a dumpster.)

5.2.2.The main hall, kitchen, and bathroom floors must be left broom clean, and all surfaces must be wiped clean

5.2.3.Tables, chairs, and other equipment belonging to the Hall must be returned to their proper storage places. Equipment is inventoried and anything missing will be charged to renter.

5.2.4. All equipment brought to the Labor Hall by the renter must be removed. **The Barre Historical Society is not responsible for the loss or damage to any of the renter's equipment or any other items (such as lost property) relating to the rental.**

5.2.5. Hall must be returned by the renter to its pre-use condition.

5.3. Renters are responsible for securing the Hall at the end of their event or rental period and any time the Hall is left unattended. (Youth may not remain on the premises without the presence of a person 21 years of age or older.)

5.3.1.The renter must check that all doors are locked.

5.3.2.The outside entrance to handicap lift shall be left locked and the cab left on the main floor (not ground level). All keys shall be removed from the cab and all doors.

5.3.3. All windows shall be closed and locked.

5.3.4. All lights shall be turned off.

5.4. The capacity of the Hall is no more than 300 people. The number permitted may be subject to change

by order of the City of Barre. The maximum number permitted for the renter's event is the number set out in the Rental Agreement unless further restricted by the City after the date of the Agreement.
5.5. **Absolutely nothing may be stuck to painted walls and doors.** NO TAPE, TACKS, PUSHPINS, NAILS. Some display boards are available if needed.
5.6. Do not use duct tape or masking tape on wood floors. Gaffers tape only is permitted.
5.7. Children of event attendees under the age of 12 must not be left unsupervised.

6. **Public Health and Safety**

6.1. **LAWFUL USE -** The renter shall not use the facilities in any manner which violates federal, state, or local laws and ordinances. Illegal use of drugs or alcohol is NEVER permitted on Hall property.

6.2. **SMOKING AND FIRE** - State law prohibits smoking anywhere in the Hall.

6.2.1.Smoking is also prohibited on exterior porches and within 50 feet of building.

6.2.2. The use of any and all open flames and/or pyrotechnics anywhere on the premises is strictly forbidden.

6.3. **RESTRICTED AREAS OF THE BUILDING** - No renter may enter the restricted areas of the building without prior approval of the owner:

6.3.1. The second floor

6.3.2. Front rooms on main floor

6.3.3. Mechanical, pump, storage, and sprinkler rooms in basement

6.3.4. Unfinished portions of basement

6.3.5. Any part of the building signed as being closed to unauthorized persons or the public.

6.4. **NOISE LEVEL** - **City of Barre ordinances prohibit elevated noise levels after 11 pm.** The Hall is located on a residential street. Please be considerate of the neighbors. The Barre Historical Society reserves the right to limit noise levels at the Hall and conditions for use of music.

6.5. **ADA REQUIREMENTS -** Renters are solely responsible for complying with the Americans with Disabilities Act (ADA) as it applies to their event.

6.6. **SECURITY –** If at the discretion of the Board of Trustees it is deemed advisable to have a police officer present at the event, the renter will be required to hire an officer at the renter's expense. If renters have any security concerns, they are advised to consult with the Public Safety Department (contact information on page 1 at 1.3).

7. **Music Licensing**

Renter has the sole responsibility for all fees associated with music royalties or music licensing fees.

8. **Damage to the building**

Renters shall be liable for any breakage, loss or theft of any Barre Historical Society property caused by attendees at their event.

9. **Parking**

The parking lot of the Old Labor Hall is shared with a commercial granite company that requires transportation

and shipping access during business hours. Parking is restricted for weekday use to areas closest to the OLH. Renters who block access will be asked to move. Street and metered parking is available in areas around the Hall.

10. **Indemnification and Liability**

All users agree to indemnify and hold the Barre Historical Society harmless from all claims, liability, damage, injury, penalty, fine, or loss, directly or indirectly, by any persons, authority, or entity, for injuries to persons or property or damage which in any way relates to the use of said premises by users; and if any suit or proceeding shall be brought against the Barre Historical Society on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned by the use or by activities on said premises, including the parking area, whether by third parties, or employees, agents, invitees, licensees, or guests of the user, or any other person, the user, at its sole expense, will defend same, and will pay any judgments which may be recovered against the Barre Historical Society.

11. **Endorsement Disclaimer**

Permission to use the hall does not constitute endorsement of the subject matter of any event or viewpoints expressed by participants in the programs.

12. **Socialist Labor Party Hall – Fee Schedule**

12.1 All Renters are required to pay a *$100 Security Deposit* to reserve the Hall.

12.2 All Renters are required to pay the determined Rental Fee indicated in their Agreement Form.

12.3 The Security Deposit and the Rental Fee must be separate checks.

12.4 The Security Deposit and Agreement form must be received in order to confirm the rental. The Rental Fee must be received before the date of the event.

12.5 Checks should be made payable to the *Barre Historical Society*. Payments may be made directly to the Rental Coordinator or sent to:

Treasurer, Barre Historical Society
PO Box 496
Barre VT 05641

12.6 The Board of Trustees may from time to time allow reduced fees for use of the Socialist Labor Party Hall for a non-profit community event. Requests for fee reductions must be submitted in writing well in advance, with reasons for the waiver. Requests may be sent by email to the Rental Coordinator at rentals@oldlaborhall.org or by mail to the Barre Historical Society at the address above.