

TOWN OF LEXINGTON



CARY MEMORIAL BUILDING HALL/MEETING ROOM POLICY

Cary Memorial Building offers facilities for use by groups and organizations engaged in historical, civic, educational, cultural, or charitable activities, as the trustees or person or officers having the care and custody of said memorial building shall approve. These public meetings should be of a non-sectarian and non-political character according to the terms of Susanna E. Cary's will. Permission to use facilities in the building, however, does not constitute or imply Town of Lexington endorsement of the aims, policies or activities of any group or organization, or the views expressed. Applications shall be considered in the order received, however Town of Lexington based committees and groups will be given priority status. Priorities for using the Cary Hall facilities have been established in keeping with the building's mission and service goals. In scheduling the use of these rooms, the Town Manager's Office may grant permission for use, in order of priority:

1. Town of Lexington departments
2. Town of Lexington committees.
3. Neighborhood and community-based groups and organizations from the town.
4. Other groups serving the needs of the community
5. Community based organizations, whose mission is to improve the quality of life in Lexington by broad community involvement to address common needs and interests including education for all ages, encouragement of civic participation

and dissemination of ideas and information, may seek extended use (lease) of Cary Hall facilities for operations provided the organizations' financial contribution to the Town or School Department exceeds comparable extended rental fees. Such uses will be reviewed annually through the Town Manager's Office.

Cary Memorial Building is available only when a regular municipal custodian is employed to supervise and to protect the building. Custodians are paid at the rate on the attached sheet.

An application for use of Cary Memorial Building must be completed in advance by an authorized representative of the group or organization. The individual signing the application form will be responsible for the conduct of the group and the protection of Town property. The application form incorporates by reference this policy statement, and provides that the applicant group agrees to abide by its terms. The applicant organization or individual must agree to and sign an indemnification agreement with the Town of Lexington for each scheduled event in Cary Memorial Building. A general liability policy (\$1,000,000) is required as part of the rental agreement naming the Town of Lexington as an additional insured for the day of the event. A certificate of insurance must be provided as proof of said policy. Events that are sponsored or co-sponsored by the Town may be eligible for coverage under the Town's insurance policy, at the sole discretion of the Town Manager. Applications may be made in person, by mail or requested via email at caryauditorium@ci.lexington.ma.us.

Regulations concerning the fees for Cary Memorial Building shall be established by the Town Manager, and shall be reviewed from time to time as is deemed necessary. All fees are payable in advance. The Town Manager may waive the rental fee at his/her discretion, but that does not relieve the applicant of its responsibility for additional costs of using the halls, including

custodial, police and fire details and other licenses and permits. Please see attached sheet for fees.

Each applicant group shall ensure that:

- No person uses tobacco, alcohol or any illegal chemical substance within the building during its use by the group; however groups may request to serve alcohol beverages, by requesting a one day liquor license that may be granted at the discretion of the Board of Selectmen;
- No open flames, pyrotechnic display, sparking devices or smoke machine are present in the building;
- No materials are affixed, by tape or otherwise, to the walls, woodwork or floor;
- No music extends beyond midnight;
- They shall, at their own expense, procure any license or permit necessary for the conduct of their meetings;
- The Building User must satisfy the Town Manager or his designee that the person designated by the Building User to operate the audiovisual equipment, lighting, curtains, drops, scenery, etc is qualified to do so.
- No solicitations for funds for business are made; charitable fund raisers are at the discretion of the Town Manager;
- All rooms, including the kitchen, if used, have been cleaned and restored to the condition in which they were found;
- Food or beverages are not allowed in Cary Hall, unless authorized in writing by the Town Manager;
- Adult sponsors are present to supervise activities by minors;

- No publicity or notices of activities or events held at the facilities imply endorsement by the Town of Lexington;
- The maximum capacity of rooms is not exceeded;
- Accommodations requested to comply with the American with Disabilities Act are provided;
- Sets, wardrobes and other equipment are not to be stored in Cary Memorial Hall or Estabrook Hall except if performances are scheduled on successive days;
- Painting and construction of sets is not permitted;
- If at the recommendation of the Town Manger, the presence of a police officer is advisable, the group using the facilities will hire one (or more) at its own expense.
- If using scenery for a performance, they will contact the Fire Department at 781-862-0272 for their review/approval. If a firefighter is required to be on the premises for the event, the contact person will call the Fire Department two weeks prior to the event to arrange for a detail.
- No Town property i.e. chairs, stairs, etc. are to be removed by the group renting the hall. They must contact the custodians to do so.
- The group using the facility agrees to assume full responsibility for any damage to seats, sound system, or other fixtures, which are part of Cary Hall during the rental time.

11/04, Revised 2/08

A-06:Facilities Bookings/Cary Hall