

Rockingham Meeting House

GENERAL USE POLICY

1. **Calendar Listing.** Your event must be listed on the calendar in the Municipal Manager's Office. Contact the Municipal Manager's Secretary (802-463-3964). If the event is not listed, the building cannot be used.
2. **Contact Person.** A contact person, with address, home and work telephone numbers, must be listed with the Municipal Manager's Office. This person is responsible for the use of the building, and must complete the municipal use form prior to reserving the building.
3. **Regular Facility Rental Fee.** The rental fee for use of the Meeting House is \$ \$150.00 for Town of Rockingham residents and \$ 250.00 for non-residents for three (3) hours (includes a short – not more than one hour – rehearsal for weddings if necessary). No fee reduction will be permitted. Please provide at least one month from date of application for Town approval.

Use is limited to the time specified in the municipal use form. Fees are due at time of registration with the municipal manager's office.

4. **Fee exceptions.** Town of Rockingham Selectboard, Selectboard appointed committees and the Rockingham Meeting House Association will be exempt from the rental fee.
5. **Decorating.** If additional time is needed for decorating, this time must be included on the municipal use form. We would like to remind you that the Old Rockingham Meeting House is an ancient and historic building and has been designated a National Historic Landmark. Therefore, no tacks, nails, push pins, or other intrusive fasteners should be used to hang decorations of any kind. Likewise no wires should be tied around any architectural feature. Neither should such materials as "Fun Tack" or other holding putties ever come in contact with the wood work or plaster, as they leave (over time) an oily residue. Tape, of any type, is also not permitted. Loosely tied strings or ribbons that do not cut into the historic fabric of the building are acceptable for attaching decorations.
6. **Open Flame.** Absolutely **NO** open flames will be allowed in the Rockingham Meeting House or on the Rockingham Meeting House property. This includes but is not limited to candles, votives, lanterns, fuel fired equipment, oil lamps, gel candles, etc. In addition, **NO** portable, fuel fired heating appliances or cooking appliances may be used in this building. Any cooking appliance must be used at a minimum of one hundred feet (100') from any portion of the building.
7. **Access.** No keys will be given out to persons not employed by the Town or Village. Arrangements must be made with Town personnel to open and close the building and rooms. Users are responsible to leave the building, rooms and facilities in the manner found, including closing all windows, doors, removing decorations and trash, etc.

A ramp is located at the south side entrance to the building. Proper handrails have been installed both on the ramp and along the stairway to the balcony in accordance with all fire safety regulations. Individuals are encouraged to make use of these rails when entering or exiting the building.

8. **Room Capacity.** The maximum room capacity is 200 persons. Please indicate the number of people expected to attend this event on the form provided. Events of 100 or more persons requires prior approval from the Vermont Department of Safety Division of Fire Safety and requires prior safety training to include exiting, balcony egress, and other life safety measures. The Town will be responsible for contacting the Vermont Department of Safety Division of Fire Safety for approval.
9. **For Events with more than 100 in attendance,** the contact person must arrange for parking to control traffic flow and ensure there is access and egress for emergency vehicles, both along the Meeting House driveway and on Meeting House Road. Assistance with parking may be arranged with the Rockingham Fire Department Chief 802-463-3514 and by making a donation to these volunteers. (Suggested donation is \$75.) For groups of 100 or more that do not wish to use the fire department, a minimum of four volunteers are required to ensure that guests park efficiently and do not block access for emergency vehicles.
10. **Balcony:** The balcony is off limits to spectators and visitors. (Exception: 1 to 2 individuals will be allowed access to the balcony for the purpose of photographing or videotaping an event. This must be cleared with the docent prior to the event.)
11. **Alcohol.** No alcohol or liquid (with the exception of water) is allowed in the building at any time.
12. **Smoking.** There is absolutely **NO** smoking allowed in the building or on the Rockingham Meeting House property at any time.
13. **Staples, Nails, Tape & Glue** - No staples, nails, glue or similar attachment mechanisms are allowed to be put into the woodwork, walls, or other surfaces.
14. **Trash** - All trash must be placed in plastic bags and the bags removed by the parties.
15. **Clean-up After Use.** The floors are to be swept clean. All spillages are to be cleaned and wiped up.
16. **Damage/Breakage.** The contact person shall be responsible for all damage and breakage resulting from the use. All breakage shall be reported in writing to the Municipal Manager's office.
17. **Uses Not Allowed.** Due to potential damage to the floors, clogging, tap dancing and similar uses are not allowed. Open flames are also not allowed (see above #6).
18. **Who To Contact:** If there is a problem with the facility please contact the Town's representative at 463-3964 or if you are unable to contact the Town's representative, contact the Bellows Falls Village Police Department at 463-1234 and request that they contact a Town representative. In case of an emergency, please call 9-1-1.
19. **Telephone.** There is a portable telephone in the shed. This phone is to be used for emergencies, or for local calls only.

Approved and signed this 19th day of July, 2016.

(Amended to include number 9 at the Rockingham Selectboard Meeting on May 7, 2019)

Lamont Barnett, Chair

Joshua Hearne, Vice-Chair

Ann DiBernardo

Peter Golec

Stefan Golec