

Building Guidelines and Use Policy for the Otisfield Historical Society

As adopted on January 12, 2018

Who can reserve the building for use?

The Old Town House on Bell Hill Road in Otisfield may be used by any non-profit organization, government or public agency, community group, or resident provided they are engaged in a charitable or community event, or for private events that do not have a profit-seeking component. Additionally, the building may not be reserved to engage in any prohibited activities as outlined below.

Building use will be granted on a first-come, first-serve basis as the building is available. Any group or individual who has previously breached these guidelines may be refused use of the building.

Additionally, the Otisfield Historical Society reserves the right to refuse the use of the building by any groups which promote discrimination based on race, color, national origin, religion, sex, disability, age, genetic information, sexual orientation, or gender identity or expression.

When can the building be reserved for use?

The building may be reserved between May 1 and October 15, Monday through Friday, from 8 a.m. to 5 p.m. Additional times or weekends may be reserved depending on availability of board members and the approval of the President of the Otisfield Historical Society or their designee.

Any requests for use should be sure to budget 30 minutes before and after their meeting, for setup and cleanup, when requesting a time.

It is the responsibility of those reserving space to ensure their event concludes by the designated time.

Which activities are prohibited?

- The consumption or use of drugs or alcohol on premises are prohibited.
- The building is a smoke-free facility. Smoking inside the building is prohibited.

- The display of livestock is prohibited.
- Unprotected flames, smoke effects, pyrotechnics, and detonation of explosives are prohibited.
- The use of glitter and confetti are prohibited on the premises.
- Profit-seeking activities without a significant charitable component or special permission by the Board of Directors are prohibited.
- The use of nails, pins, wires, or tape on surfaces or furniture provided by the Otisfield Historical Society is prohibited.
- Access to the archives is prohibited unless the Archivist or their designee is present.

Which amenities are provided in use of the building?

Restroom Facilities

There is one gender-neutral, handicap accessible restroom available for use.

Occupancy

The building is able to accommodate 25 people for an event. The Otisfield Historical Society cannot guarantee meeting or event space if there are more attendees than designated on the application.

Parking

There is a small parking lot in front of and behind the building. For larger events, carpooling is recommended.

Heating and Air Conditioning

The building is not heated and does not have air conditioning. If the event becomes too warm, windows may be opened.

Entry

There is a main entrance in the front of the building and a handicap accessible entrance, with small ramp, in the rear of the building.

What is the media policy for building use?

The Otisfield Historical Society does not prohibit events expecting media coverage or disallow the taking of pictures or recording of videos.

However, groups using the building should not treat use as an endorsement of their views or activities, and should not report as such, unless otherwise specified by the Board of Directors.

Who provides services for setup or cleanup?

It is the responsibility of those reserving the building to secure resources for setup and cleanup before and after events. Trash is expected to be removed from premises before the scheduled end time for an event.

Event organizers must provide their own food, beverages, or paper goods.

Who is responsible for damage or lost/stolen items?

Any party seeking to reserve the building or grounds for use agree to indemnify the Otisfield Historical Society and its Officers and Board of Directors, including attorney's fees, for any injury or damage to personal property which occur in connection with the event.

The Otisfield Historical Society is not responsible for lost or stolen items.

Parties seeking to use the building agree to be financially responsible for any damages arising to property owned or maintained by the Otisfield Historical Society in the course of their event.

Depending on the size and nature of the event, proof of insurance may be required in order to reserve the space.

Are there fees for using the building?

While donations to the Otisfield Historical Society to defray the costs of building maintenance are appreciated, there is no fee for building use during the hours specified above, excepting:

- A refundable security deposit of \$100 may be requested, to be returned within 14 days of the event if premises are cleaned and trash disposed of.
- Failure to properly dispose of trash and clean the premises will result in a minimum fee of \$75.
- If a member of the Board of Directors is required in connection with an event, or is requested between the hours of 5 p.m and 8 a.m., a minimum fee of \$25 may be required.
- If damage occurs to the building, premises, or the items in the care of the Otisfield Historical Society, a fee will be assessed equivalent to the assessed value of the items or cost of repairs.

Those reserving the building and grounds agree to pay fees that may exceed any requested security deposit within 30 days.

Otisfield Historical Society
Application to Reserve Building and/or Grounds

Name of organization or individual _____

Primary Contact _____ Phone Number _____

Address _____

Date(s) needed _____

Times needed _____

Event description:

Preferred Method of Deposit Return: MAIL PICK UP

Signature of Responsible Person _____ Date _____

Please mail this form to:

Otisfield Historical Society
c/o Shirley Hamilton
877 State Route 121
Otisfield, ME 0470