

UTOF Report : Use of owned facilities

Submitted to the Board of Selectmen, Town of Chilmark, MA by:

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A committee appointed by the selectmen has been tasked with the charge of recommending policies and procedures that will govern the utilization of Town owned facilities in Chilmark Town Center, including the CCC and the Chilmark School. The Committee met twice in May, twice in June and once in July. All meetings were posted and open to the public in accordance with Commonwealth requirements.

In preparation for this report the committee has reviewed the CCC Rules and General Information, the CCC Booking instructions, the CCC rental request form, the temporary food establishment permit application and the inter-municipal agreement by and between the Town of Chilmark and the Up-Island Regional school District regarding the use of the Chilmark School.

All entities on record as using Town owned facilities were asked to provide copies of any agreements or understanding they had with the town.

The Committee has also heard from Nancy Street on behalf of the CC Affairs Council regarding their practices during the summer months of their custody of the CCC. In addition to their own programs, they allow the MV Film Festival and the MV Chamber Music Society to use the venue for their programs.

Issues considered by the Committee included:

1. How to harmonize and coordinate use so that the limited resources in Town Center are not overtaxed by simultaneous events.
2. How to assure that the use of the Town resources benefits Town residents and taxpayers.
3. How to assure that fees for usage are sufficient to assure adequate compensation for proper maintenance and wear and tear.
4. How to set fees that reflect the commercial or non-commercial utilization of the space.
5. How to assure that practices of space users are consistent with Chilmark values and character
6. How to improve procedures where they exist and suggest new procedures where they are absent
 - a. Approval process – including BOH where appropriate

- b. Scheduling
- c. Fees
- d. Alcohol- restrictions and additional security

RECCOMENDATIONS TO THE SELECTMEN

1. All applicants for usage must be a town resident and/or sponsored by a town resident.
2. Any town resident sponsoring an event, must attend the event and must provide the damage deposit.
3. Fee Structure:
 - Children's Parties - \$50 and \$50 cleaning deposit
 - Rehearsal Dinners and Adult Parties \$200 fee and \$200 cleaning deposit
 - Weddings \$400 fee and \$200 cleaning deposit.
 - Events with admission fees - \$500 minimum fee plus 20% of admission fees

All other CCC Rules and General Information remain as stated, with the following observations:

- Due to the wear and tear on the building due to heavy kitchen usage, any additional equipment must be itemized and approved prior to bringing on site
- Differential charging – The town of Chilmark believes its facilities should be available to all citizens and attendees on an equal basis. There are to be no differential charging practices for use of town sites, including parking facilities, with the exception of admission discounts for memberships.
- Given potential liabilities to the town, any event that involves alcohol must have liability insurance and is encouraged to have a police officer to assist with parking and security

For presentation to the July 15th 2014 Board of Selectmen's meeting.