



**Town of Weston  
Board of Selectmen**

**Policy No. 2011.001**

**Policy on Use of Town Hall**

Date Approved/Revised: February 22, 2011

*Steven L. Drafz*

Chair, Board of Selectmen

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I. Introduction

The purpose of this policy is to memorialize existing policy regarding the basis on which the Town Hall may be made available to eligible users, as well as to set forth the major restrictions and limitations on use.

II. Town Hall Facilities Available

- a. Horace Scudder Sears Hall – Town Hall Auditorium
  - 1. Main floor is approximately 48 x 56 feet with maximum occupancy of 325 persons. Additional seats in the balcony total 159 maximum.
  - 2. Stage is 28 feet wide x 16 feet deep and has a draw curtain. When the “thrust” stage is installed, there are additional limitations on capacity of the auditorium.
  - 3. Two dressing rooms with bathrooms are available in conjunction with stage facilities.
  - 4. Stacking chairs
  - 5. Sound system
- b. Conference Rooms
  - 1. The Selectmen’s conference room on the first floor has a capacity of approximately 25.
  - 2. The Lower Level conference room on the ground floor has a capacity of no more than 50.

III. Who May Use the Town Hall?

The Town Hall is reserved for use primarily by Town government boards, committees, commissions, and departments. Following are additional eligible users of the Town Hall, in order of priority:

- a. Weston Public Schools\*;
- b. Regional government-related organizations in which the Town of Weston is involved;  
and
- c. Legally-existing non-commercial, non-profit cultural, educational, charitable, political, or recreational organizations whose membership is drawn from Weston residents.

\*In recognition of the financial investment made by The Weston Friendly Society in the facilities of the Town Hall auditorium, they are given permission to use the Town Hall auditorium for specified periods of time each year, subject to a written agreement. During those periods of time, they are second in order of priority.

IV. Restrictions and Limitations on Use

Notwithstanding anything contained in this document to the contrary:

- a. Town Hall shall not be rented to any person not a resident of Weston without specific authorization by the Town Manager.
- b. Town Hall shall not be used by groups that discriminate on the basis of race, religion, gender, sexual preference, nationality, age, or disability.
- c. Town Hall shall not be used for the conduct of religious services or worship.
- d. Use for political purposes shall be limited to parties that have appeared on the ballot in the Commonwealth of Massachusetts.
- e. Town Hall is not available for private, social events.
- f. Prior to use of the Town Hall, an application on forms prescribed by the Town Manager, together with any required rental fee and any other documents (including waivers and insurance certificates), shall be submitted to the Office of Town Manager.
- g. An insurance certificate, naming the Town of Weston as an additional insured, may be required.
- h. The Town Manager may impose such conditions and requirements on any use of Town Hall Facilities as the Town Manager may, from time to time, deem necessary or appropriate.

V. Conditions of Use

- a. All events held in the Town Hall shall be open to the public, although admission fees may be charged, provided they are charged equally to all attendees.
- b. Tobacco products, alcoholic beverages, or other restricted substances are not allowed on any Town premises.
- c. The Weston Board of Health shall be contacted if food is served, sold or distributed.
- d. Children under the age of twelve shall be chaperoned by an adult and shall remain in the area in which the event is taking place.

- e. Putting up decorations, scenery, moving the piano, furniture or other equipment is prohibited unless plans submitted with the application for use has been approved and permission expressly granted.
- f. Use of Town-owned computers, microphones, projectors, screens and other equipment of any kind or nature is prohibited unless permission has been expressly granted.
- g. Depending on the nature of the use of the Town Hall, at the discretion of the Town Manager, a written agreement may be required, outlining additional terms and conditions.
- h. Users shall be responsible for all cleanup and placement of trash in barrels, as well as restoring rooms, furniture and equipment to the condition and location they were in prior to such use. At Town Manager's discretion, custodial charges will be assessed to the user for time required to perform any such cleanup and related work.
- i. For purposes of safety, during months of snow and cold, custodial charges will be assessed to the user for time required to clear walkways prior to a scheduled, approved facility use.
- j. Users of the Town Hall are responsible for obtaining any permits or licenses required by state law or local by-law.

VI. Rental Fees

- a. Rental fees for use may apply and shall be established from time to time by the Board of Selectmen.
- b. The cost of building monitors, custodians, police details, or fire details shall be borne by the applicant. Determination of the need for such support staff will be made by the Town Manager, in consultation with the Police and Fire Chiefs.

VII. Additional Information

- a. There are no kitchen facilities in the Town Hall. A small employee break room is located in the lower level of Town Hall and contains a refrigerator, sink and microwave only.
- b. Bathroom facilities for events are located on the main level. There are no bathroom facilities on the auditorium level.
- c. A small passenger elevator is available (up to 4,000 lbs), but the door opening to the elevator is limited – 7' high by 36" wide.