



## **TOWN OF BEDFORD GENERAL FACILITY USE POLICY**

### **I. INTENT**

The Town of Bedford offers facilities for community, educational, recreational, cultural, civic, and charitable groups. These facilities range from enclosed spaces, parks, athletic fields, and structures to public streets. Facilities are available on an equitable basis to local groups and organizations engaged in legal activities, regardless of the beliefs and affiliations of their members. In allocating the use of these facilities, Town staff will not discriminate on the basis of the political or religious beliefs of applicants, or on any other constitutionally prohibited basis. Permission to use the Town's facilities does not constitute endorsement of an organization's beliefs by Town staff or the Town Council, and publicity for the event should not imply Town sponsorship or affiliation (unless such a relationship is documented in writing and acknowledged by Town Council or the Town Manager).

### **II. ADMINISTRATION**

- A. The Public Works Director or his/her designee shall serve as the Town's designated agent with regard to administration and enforcement of this policy.
- B. The Public Works Director (or his/her designee) is authorized to waive applicable fees associated with this policy. Requests for waiver shall be submitted in writing and include an explanation of the public benefit for such consideration. Such waiver shall be noted on the appropriate approval section of the application form or record.

### **III. FACTORS RELATED TO CONSIDERATION OF REQUESTS**

- A. The Town acknowledges its authority to accept or deny applications for use of its facilities.
- B. The Town reserves the right to deny a reservation request if the anticipated use is likely to be unreasonably disruptive to regular Town functions, too large for the applicable facility capacity per the fire code or other applicable occupancy standards, disorderly, dangerous to persons or property, or in any other way inconsistent with the terms and conditions of this policy.

- C. The Town reserves the right to allocate alternate facilities for the purposes of applicants in the event that it deems such reallocation to be in the public interest.
- D. The Town further reserves the right to allocate and assign resources in a manner that diffuses or reduces the risk of public harm or adverse effect upon the general public at applicant's expense.

#### IV. PRIORITY OF REQUESTS

- A. Permission to use Town facilities listed within this policy will be granted on a "first-come, first-served" basis.
- B. Where instances occur in which more than one party requests use of a particular facility on a particular date and time, resolution of the scheduling conflict shall occur based on the following considerations and ranks of priority (with "1" representing the position of highest priority):
  - 1. Programs or services that are performed for the benefit of Town citizens;
  - 2. Programs or services provided by Bedford County Public Schools that benefit students and their families in the attendance zones designated to serve the Town of Bedford;
  - 3. Programs or services provided by Bedford County Public Schools generally;
  - 4. Programs or services provided by Bedford County Department of Parks and Recreation that benefit Town citizens;
  - 5. Programs or services provided by Bedford County Department of Parks and Recreation generally;
  - 6. All other requests for use of facilities.
- C. Programs or services provided by Bedford County Department of Parks and Recreation are defined as activities for which that particular department charges and receives a fee administered through its applicable operating policy and procedure. Programs or services offered by private providers shall not be given priority consideration as being provided by Bedford County Department of Parks and Recreation (under the provisions listed above as part of Section B), regardless of their endorsement status by the Bedford County Department of Parks and Recreation.

#### V. ADMINISTRATIVE MATTERS

- A. Reservations to use Town of Bedford facilities are tentative until an application has been completed and accepted in writing by the Public Works Director or his/her designee. Applications shall be submitted no fewer than three (3) business days prior to any scheduled event.
- B. Approved reservations will be recorded on an official calendar maintained by the Public Works Director or his/her designee. This calendar shall be published on

the official Town of Bedford web site, although the Town offers no guarantee or warranty regarding the timeliness or accuracy of the published content.

- C. No group may consider the Town's facilities to be its permanent meeting place.
- D. An authorized representative or agent of the group must be designated as part of any application for a reservation.
- E. The group's authorized representative or agent must take responsibility for and be physically present at the event to ensure that policies are being appropriately observed.
- F. The group's authorized representative or agent will be held liable for any damage and the condition of the facility after its use.
- G. Groups or individuals shall be required to provide proof of general liability insurance coverage for the proposed activity and/or event.
- H. Public access (including ingress and egress) shall be preserved to Town owned facilities that are not otherwise reserved under the provisions of this policy in all circumstances.
- I. The Town reserves the right to recover its costs incurred in conjunction with any event held within a Town-owned facility or public right-of-way. Such cost shall be determined on a case by case basis and shall be in addition to any applicable fee charged for use of the facility.
- J. No reservation of any Town-owned facility shall be guaranteed for any event or activity of less than two (2) hours in duration.
- K. If a transfer of key access is necessary for an event or activity, a security deposit will be required. In addition, the key(s) shall be checked out from the Public Works Department on the last business day prior to the date of the event or activity and returned within twenty-four (24) hours after the conclusion of the event or activity. Late return of key(s) shall result in forfeiture of the security deposit.

## VI. USER RESPONSIBILITIES

- A. Users of Town facilities must make provisions to guard against public disturbances, unsafe practices, or excessive noise, and are fully responsible for all persons admitted to their activities.
- B. The Town of Bedford is not responsible for injuries during use of the facility and/or grounds and reserves the right to require proof of private insurance in consideration of all reservation requests.
- C. No animals are allowed within Town buildings except for service animals.
- D. Town of Bedford buildings are tobacco and vapor free facilities.
- E. All waste generated during facility usage must be placed in provided trash receptacles.

- F. The Town assumes no responsibility for the loss, theft, or damage of any property of any person and/or group using any Town owned facility.
- G. Users will reimburse the Town of Bedford for any cost associated with loss or damage to Town property, as well as any additional cleaning or late usage fees.
- H. Arrangements for catering and decorating are the responsibility of the sponsoring group.
  - I. Use of tents, canopies, inflatables, or similar large temporary installations may require permits and inspection by the Town for which users are responsible.
  - J. Users may not hang, tape, or tack items from walls, ceilings, or doors.
  - K. A certain number of tables, chairs and equipment may be provided for facility users on a case by case basis. It is the responsibility of the user to arrange for additional needs for any particular event or activity.
  - L. No items may be stored in advance by users reserving Town facilities without prior approval.

## VII. FEES

- A. All applicable fees and deposits must be paid before the Town will acknowledge a facility reservation.
- B. Applicable fees for specific Town facilities are included in the attached Schedule.
- C. Fees for use of specific Town facilities shall be submitted with the application unless a waiver of such is noted on the approval by Town staff.
- D. A security fee of \$50 shall be charged for any event or activity which requires the transfer of key access. The Town reserves the right to require an additional security deposit of up to \$50 (total of all deposits not to exceed \$100) for events or activities depending on their scale and impact upon Town operations.
- E. The Town reserves the right to charge a \$50 fee for the cancellation of any event or activity for which a reservation has been approved and posted on the official calendar maintained by the Public Works Director.