

TOWN OF SCITUATE
Department of Public Works
One Lincoln Circle
North Scituate, RI 02857
(401) 647-3366

TOWN BUILDINGS & FACILITIES USE REGULATIONS

1. Permits for the use of a Town Building or Facility ("Premises") are good only for the time and dates specified on the permit form approved by the Director of the Department of Public Works of his/her designee ("Director").
2. Permit holders are responsible for the behavior of all participants, and must insure the facility is left in a clean, safe, and orderly condition, without physical damage.
3. Permits may be revoked at any time for misuse of the facility, violations of any Town Ordinances, regulations, or violation of any special requirement(s) or condition(s) outlined below.
4. Absolutely no alcoholic beverage on town property without the prior approval of the Town Council.
5. Permit holders are required to submit to the Director proof of event insurance for the time and date of the event. Event insurance can be obtained from your insurance agent or may be obtained on-line through the RI Interlocal Risk Management Trust (the Town's insurer). The Director can provide the necessary contact information to facilitate obtaining the necessary insurance coverage.

BUILDING USE/RENTAL FEES

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| Scituate Organizations: | No Fee |
| Scituate Residents: | \$50.00 |
| Congregational Church (non-resident): | \$200.00 |
| Security Deposit (Refundable) | \$100.00 |

The person or organization may be billed for any damages occurring as a result of this event; the Security Deposit shall be paid separately and within thirty (30) days of the event. The Security Deposit may be applied towards the remediation of any damages to the property.

Fees and Charges must be paid by check or money order in advance of the event. All payments shall be made payable to the "Town of Scituate." The Security Deposit shall be refunded within ten (10) days of the event provided there is no damage. In the event that there is damage, a letter shall be sent to the Contact person within the ten (10) day period.

ADDITIONAL CHARGES

Custodian: If required. Custodian's salary will be in compliance with state and federal laws at the current rate paid by the Scituate DPW. Minimum pay is for four (4) hours. Time includes preparation and cleanup. DPW will pay the custodian and in turn bill the organization for the custodian's salary.

Police: (if the Director of DPW deems necessary) Must be arranged with the Scituate Police Department, 115 Main Street, Hope, RI (401) 821-5900; arrangements must be directed to the Chief of Police.

Kitchen: If the kitchen is to be used, all items must be cleaned and accounted for by organization or individual renting the building.