

# TOWN OF HARRISON



# TOWN FACILITIES AND PROPERTIES USE POLICY

This policy replaces the Gazebo Use and Community Room Use Policy, and expands to include use of all town facilities and grounds including parks, beaches and boat launches.

## **1. PURPOSE**

The Town of Harrison properties that include any town owned grounds, parks, gazebo, and Community Rooms located at the Town Office & the Fire Department, are intended to serve the needs of the community when other appropriate facilities are not available. The following policy governs the use of these facilities

## **2. FEES & APPLICATIONS**

- a. If required, a refundable deposit, see Fee Schedule, is due with the application prior to reserving. Refer to the current Fee Schedule available at the Town Office or on the Town website.
- b. The Town Manager has the authority to require/waive the refundable deposit.?
- c. The Town reserves the right to retain all or a portion of the deposit for any damage or cleanup costs associated with the use of the facility. Any costs incurred by the Town in excess of the deposit shall be paid by the permit holder upon receipt of a bill from the Town.
- d. The user is responsible for any damages. Any damage shall be immediately reported.
- e. A new request/application is required for each reservation date

## **3. TERMINATION OF USE**

- a. Law enforcement, Town Manager, or designee may order the immediate termination of the assembly, activity or event that is the subject of a permit issued hereunder if the permit holder is in violation of the terms of the permit or any State or local statute, ordinance or regulation. Upon such termination, all activities by the permit holder shall cease and all equipment, furnishings and other materials shall be removed from the facility and the facility shall be cleaned forthwith.

## **4. LIABILITY**

- a. The Town, its officers, agents and employees shall not be liable for any injury or damage to any person or property occurring at or in connection with the assembly, activity or event, which has been permitted under the terms of these Regulations. The permit holder agrees to defend, indemnify and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, losses, damages, suits, penalties, claims and demands of every kind or nature by and on behalf of any person or entity, arising out of any injury or damage alleged to have been suffered at or in connection with the assembly, activity or event which has been permitted under the terms of these Regulations.
- b. The Town reserves the right to reject or deny any request for the use of the property.

## **5. GENERAL RULES**

- a. A 48-hour notice is required to reserve a facility.
- b. The proposed use will not interfere with the official town business or inhibit the ability of Town employees to carry out their responsibilities.
- c. No smoking, vaping or consumption of alcohol will be allowed.
- d. The facility will be returned to the setup and the condition it was found in prior to use.
- e. The party reserving the facility will remove all trash when the event is done.
- f. The party reserving the facility will be held liable for any damage to the property incurred during the period reserved for use. Any damage shall be immediately reported.
- g. All town grounds and facilities are drug free zones that result in stricter penalties.

## **6. USE OF COMMUNITY ROOM'S**

- a. The meeting rooms at the town office and fire station are limited to municipal functions; municipal supported functions and established non-profit and for-profit organizations. Any exceptions to this require Town Manager approval.

Official Town business includes the day-to-day functions of Town government during normal business hours when the building is open to the public; meetings of Boards; committees held at any time and which the public may or may not be entitled to attend; work by Town employees or officials outside of normal business hours.

### **RULES SPECIFIC TO COMMUNITY ROOMS:**

- b. Animals except for service animals are prohibited from building.
- c. Each room has a posted maximum capacity that is set by the Maine Fire Marshalls Office, and compliance is required.
- d. Use of the meeting room at the town office requires a town office employee to be present.

## **7. USE OF GAZEBO**

The Gazebo located at Crystal Lake Park is intended to serve certain needs of the community when other appropriate facilities are not available. The following policy governs the use of these locations.

### **RULES SPECIFIC TO USE OF GAZEBO:**

- a. Gazebos are for municipal functions, municipal supported functions, established nonprofit organizations and private use. Use is available on a first-come, first-served basis unless otherwise reserved.

- b. Long Lake Gazebo is not available for private use
  
- c. Animals are allowed provided they are leashed. Animals are not allowed on the beach at any time. Owners are required to clean up after their dog immediately. (See Dog Ordinance for additional restrictions)

## **8. RADR SPORTS COMPLEX**

### **RULES SPECIFIC THE RADR SPORTS COMPLEX:**

- a. Scheduling for use of the fields is to be completed through the Recreation Department
- b. Teams using the fields need to provide proof of insurance
- c. Carry in/carry out
- d. Dogs must be leashed in both parks
- e. Respect neighbors if using loud music
- f. No campfires
- g. Playground equipment is for children only
- h. No pushing or shoving
- i. No hanging on ropes

## **9. PUBLIC BEACHES**

### **RULES SPECIFIC TO BEACHES:**

- a. Crystal Lake Beach will be unavailable during the Recreation Departments summer camp hours
- b. On the beach and playground there are no dogs allowed
- c. No glass bottles
- d. No hard sided flotation devices inside the swim ropes (Kayak, canoes, paddle boards)
- e. No dock tipping (Far dock)
- f. Respect the hours/rules of summer rec on the beach (H dock is closed to public from 830-3 M-F, no public on the roped off left side of the beach during the same time)
- g. No hanging on ropes or buoys
- h. No lifeguard on duty-swim at your own risk
- i. No throwing sand
- j. No vehicles are to be parked anywhere other than the parking lot

## **10. LONG LAKE BOAT LAUNCH**

### **RULES SPECIFIC TO LONG LAKE BOAT LAUNCH:**

- a. Parking at the Long Lake Boat launch is for vehicles with boat trailers only and are marked as tow away zones.
- b. Fees for use of the boat launch for non-residents based on the annual fee schedule.

## **11. BOTTLE COLLECTION ON TOWN PROPERTY**

### **RULES SPECIFIC TO BOTTLE COLLECTION**

- a. Charitable and civic organizations that benefit the Town of Harrison may use Town property with proof of insurance
- b. Organizations are responsible for regular removal of bottles and upkeep of their collection areas
- c. Approval required by Town Manager with an annual agreement. The town has the right to terminate agreement if required conditions are not met. All permanent structures require review by Code Enforcement, Planning Board and the Public Works Department.