

# HAMPDEN MASSACHUSETTS

## TOWN HALL

85 Wilbraham Road

Hampden MA 01036

[selectmen@hampdenma.gov](mailto:selectmen@hampdenma.gov)



## SELECTBOARD

John D. Flynn, Chair

Donald L. Davenport

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## Hampden Town Hall Rental/Use Policy

(Selectboard Approved November 24, 2025)

### 1.0 Purpose

In keeping with the long-standing tradition and practice of promoting a sense of community and serving the public good, the Hampden Town Hall (formerly the Thornton W. Burgess Middle School) will continue to be made available primarily for Town government uses and for use by the public when the proposed activity or event does not interfere with the operations of the Town government. In furtherance of this goal, the Hampden Selectboard has adopted this building use policy to ensure the building is used in a responsible manner that protects the building and related town assets.

Please contact the Library Board of Trustees for rental information about space within the library. Please contact the Parks & Recreation Commission for rental information for the gymnasium, athletic fields and activity rooms.

### 2.0 Available Spaces

2.1 The following rooms are available for use by Town departments, boards, committees and commissions, as well as the general public in accordance with this Policy. Please contact the Authorizing Authority listed in the chart below to request a reservation.

Room Name	Description	Authorizing Authority
Cafetorium	This large room has high ceilings, large windows, and a performance stage that makes the room suitable for a wide variety of activities. This space is approximately ** square feet including a ** square foot raised stage. This space can accommodate approximately ** people depending on furniture arrangements.	Selectboard Office

<b>Large Meeting Room</b>	This larger meeting room is suitable for use by larger groups of people. This space is approximately 2,200 square feet.	Selectboard Office
<b>Small Meeting Room</b>	This smaller meeting room is suitable for use by smaller groups of people. This space is approximately 700 square feet.	Selectboard Office
<b>Gazebo</b>	The gazebo is located on the front lawn of the building with ample space for lawn chair seating.	Selectboard Office
<b>Other Outdoor Areas</b>	All other outdoor areas on the Town Hall property other than the athletic fields.	Selectboard Office

2.2 Town Hall users shall not move furniture or equipment between rooms or outside the building without the permission of the Authorizing Authority or its designee.

2.3 Town Hall users shall not bring any additional equipment or furniture (e.g. tables/chairs, etc.) into the building without the permission of the Authorizing Authority, or its designee. All furniture and equipment must have felt pads or similar protective coverings to protect the floors.

### 3.0 Reservations

3.1 The reservation process listed below is for the building rooms and areas remaining under the control of the Selectboard Office.

3.2 Reservation requests for all spaces shall be processed on a first-come first served basis with priority given to Town government meetings, events and activities.

3.3 The Authorizing Authority or its designee reserves the right to cancel scheduled reservations in its absolute discretion and will return any fees and security deposits. Under no circumstances will the Authorizing Authority or its designee be liable for any costs incurred by the individual or organization whose reservation is cancelled.

3.4 Reservation requests from Town departments, boards, committees and commissions shall be made a minimum of forty-eight (48) hours in advance by contacting the Authorizing Authority. The submission of a completed Town Hall Use Application, user fee and security deposit is not required.

3.5 Reservation requests from the general public shall be made at least one (1) week in advance by submitting a completed Town Hall Use Application (“Application”) to the Selectboard Office. Any applicable user fee and security deposit shall be submitted at the time the reservation request is submitted. Certificates of insurance, if required, shall be submitted at least seven (7) days prior to the scheduled activity.

3.6 Prospective Town Hall users wanting to schedule multiple events may schedule multiple events up to six (6) months in advance by submitting a single Application and a single security deposit, if required, in accordance with Section 6.2 of this Policy.

3.7 The Town Administrator shall be responsible for approving or denying reservation requests in his/her/their discretion. The decision of the Town Administrator may be appealed to the Selectboard. The Town Administrator and Selectboard may impose conditions on their approval of events at the Town Hall.

3.8 The Town Administrator and Selectboard reserve the right to reject a reservation request if the anticipated event is likely to be unreasonably disruptive to the neighborhood, disruptive to regular town operations, too large for the room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with this Policy.

3.9 Cancellations by the individual or organization of less than five (5) calendar days before the date of the scheduled event shall result in the forfeiture of the user fee, if applicable. The Selectboard may waive the forfeiture of the user fee if it finds that extenuating circumstances existed that warranted cancelling the event without adequate notice to the Town, such as inclement weather.

#### **4.0 Inclement Weather or Other Emergencies**

4.1 In the event that the Town of Hampden closes for inclement weather or other emergencies then events scheduled at the Town Hall are presumed to be cancelled and the Selectboard and Town Administrator take no responsibility for notifying participants. It is the responsibility of the Town Hall users to check [www.hampdenma.gov](http://www.hampdenma.gov) to find out about any weather-related closings.

4.2 If in the discretion of the Town Administrator the weather conditions improve and the Town Hall can be accessed safely, then he/she/they may decide that the activity may proceed as scheduled. It is the responsibility of the user to contact the Town Administrator to request that the event not be cancelled.

## 5.0 User Fees

5.1 The following user fees shall apply to the usage of the Town Hall. Additional fees may apply depending on the type of event as further explained below.

	<b>Hampden Resident, Hampden-Based Organization, Hampden-Based Non-Profit Organization, or Hampden-Based Business</b>	<b>All Others</b>
<b>Cafetorium</b>	No User Fee*+ #	\$150.00 for up to 4 hours +#
<b>Large Meeting Room</b>	No User Fee*+ #	\$75.00 for up to 4 hours +#
<b>Small Meeting Room</b>	No User Fee*+ #	\$50.00 for up to 4 hours +#
<b>Gazebo</b>	No User Fee*+ #	\$25.00 for up to 4 hours +#
<b>Other Outdoor Areas</b>	No Fee*+	\$25.00 for up to 4 hours +#

*\* If a fee is charged to attend the event, then the user shall pay the rate for “All Others” only for the time of the actual event, not including time for rehearsals, setup before, or breakdown after the event.*

*+ See “Frequent User Fee” section 5.3 below for additional fee where applicable.*

*# See “Custodial Fee” section 5.4 below for additional fee where applicable.*

5.2 Town Hall users may use the rooms for multiple four (4) hour time periods in a single day so long as the user pays the fee, if applicable, for each four (4) hour period of time (e.g. 5 to 8 hours of usage of the Cafetorium requires the payment of a \$300 user fee).

5.3 Frequent Town Hall users will be assessed a fee of \$25.00 to help offset the costs incurred by the Town due to the user’s frequent use of the building. A frequent user is defined as any non-Town government individual or organization that uses the facility three or more times per week. The frequent user fee will be assessed on each use of the facility starting with the third event in the week.

5.4 Any non-Town government individual or organization using the building for an event that is reasonably expected to attract over one hundred (100) attendees shall be assessed a custodial fee of \$50.00 per event.

5.5 The Selectboard reserves the right to waive or reduce any and all fees at its sole discretion.

## **6.0 Security Deposit**

6.1 Any non-Town government individual or organization using the Town Hall for an event that is reasonably expected to attract over fifty (50) attendees shall provide the Town with a \$100 refundable security deposit. The security deposit shall be submitted to the Selectboard Office when reserving a room.

6.2 If otherwise required, any non-Town government individual or organization with multiple events scheduled over a six-month period may submit one refundable \$100 security deposit payment for all events in the six-month period. However, if the amount of the refundable security deposit held by the Town for that user falls below \$100, the Town Administrator or Selectboard may refuse to allow access to the Town Hall for future events until the full amount of the refundable security deposit is restored.

6.3 The security deposit shall be returned within fourteen (14) days of the event, or in the case of users with multiple events over a six-month period fourteen (14) days from the last event, less any deduction, as determined by the Town Administrator, for extraordinary cleaning expenses or to pay for damage to the Town Hall or the Town's personal property.

6.4 The Selectboard reserves the right to waive or reduce any and all security deposits at its sole discretion.

## **7.0 Insurance**

7.1 Any non-Town government individual or organization using the Town Hall for an event that is reasonably expected to attract over one hundred (100) attendees shall obtain insurance in the form and amounts as provided below:

7.1.1 General liability insurance of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit. and umbrella liability of at least \$2,000,000 per occurrence.

7.1.2 The Town of Hampden shall be named as an additional insured.

7.2 A certificate of insurance in the form and amounts as provided above shall be submitted to the Selectboard at least seven (7) days prior to the scheduled event. No access to the building will be allowed without the required insurance certificate.

7.3 The Selectboard reserves the right to waive or reduce any and all insurance requirements at its sole discretion.

## **8.0 Availability of Town Hall, Priority of Uses & Prohibited Uses**

8.1 Meetings, functions, events and activities of the Town of Hampden government shall have priority usage of the Town Hall with no beginning or end times.

8.2 The Town Hall is available for use by the general public for events and activities between the hours of 7:00 am and 10:00 pm.

8.3 To allow for setting up prior to an event and cleanup after an event, a user may access the building thirty (30) minutes before the start time (6:30 am at the earliest) and remain in the building for cleanup purposes for thirty (30) minutes after the end of the event (10:30 pm at the latest).

## **9.0 Rules of Usage & Conduct**

9.1 Noise shall be kept to a reasonable level inside and outside of the building. Amplified sound from inside the building shall not be audible on any property not owned by the Town of Hampden.

9.2 On-site parking is restricted to marked parking areas only. Under no circumstances are vehicles to be parked along the driveway entrance/exit

9.3 The smoking or vaping of any substances, including but not limited to tobacco and/or cannabis and the use of illegal substances in the building or on the property is strictly prohibited.

9.4 The consumption of cannabis in the building or on the property is strictly prohibited.

9.5 Users of the building shall confine their activities to the specific room identified in the Application along with hallways and restrooms. Users shall not enter other areas and rooms in the building without the written permission of the Town Administrator.

9.6 Users of the building shall not move furniture between rooms without the written permission of the Town Administrator

9.7 Users of the building shall not use tools, equipment or other materials owned by the Town without the written permission of the Town Administrator

9.8 Users of the Town Hall shall ensure the maximum occupancy limit of the rooms are not exceeded.

9.7 The posting of materials and temporary signs anywhere inside or outside of the building is forbidden except on the bulletin boards provided by the Town for that purpose or on a self-supporting sign provided by the user that is not attached to the building. Under no circumstances shall any signs or materials be taped to doors, walls, or windows.

9.8 Temporary signage is permitted on the day of the event and must comply with the Town of Hampden's sign bylaw and this Policy. All temporary signs must be removed at the conclusion of the event.

9.9 The building shall be left in an orderly and clean condition (i.e. broom clean). Users of the building who do not leave the building in an orderly and clean condition may forfeit all or a portion of their security deposit to pay for extraordinary cleaning costs.

9.10 Users of the building shall place all waste and recyclables in the provided receptacles.

## **10.0 Indemnification & Liability**

10.1 Users of the building are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings and other personal property, as well as for any damage to the building. Users of the building may forfeit all or a portion of their security deposit to pay for such costs and may be billed for additional costs if the security deposit does not fully cover the costs incurred by the Town to repair the damage or replace the equipment.

10.2 The Town of Hampden, the Selectboard, the Town Administrator and other town employees assume no responsibility for the loss, theft, or damage of property owned by any group or individual using the building.

10.3 All users of the building agree to indemnify and hold harmless the Town and its employees, officers, agents, and representatives from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of their use of the building, its furnishings, or its equipment.

## **11.0 Reservation of Rights**

11.1 The Selectboard, Town Administrator or his/her designee shall have the right to access the building and to make inspections at any time and at any occasion to ensure compliance with this Policy and other rules and regulations of the Town of Hampden.

11.2 The Selectboard may suspend and/or revoke the building use privileges of individual or groups that violate this Policy or repeatedly cancel events.

11.3 Exceptions to this Policy may be made at the discretion of the Selectboard as it deems in the best interest of the Town. However, no exception to this Policy shall permit, or be construed so as to permit, any use of the building which is not otherwise allowed by the Hampden General and Zoning Bylaws.

11.4 This Policy may be amended by the Selectboard at any duly noticed meeting of the Selectboard.