

USE POLICY  
UPPER TOWN HALL AT HARVARD TOWN HALL  
HARVARD, MASSACHUSETTS

SCHEDULING:

Scheduling for the use of the Upper Town Hall at Harvard Town Hall will be done through the Town Administrator's office Monday through Thursday, 8:30AM – 4:00PM, holidays excluded.

TIMES FOR USE:

1. Upper Town Hall is generally available to be scheduled from Friday noon to Sunday at midnight, as well as on holidays.
2. Upper Town Hall is expected to be used by town boards and commissions on most Monday through Thursday evenings. Other groups may schedule an event but will risk being bumped for a special meeting.
3. When employees are downstairs during the days on Monday through Thursday and on Friday morning, Upper Town Hall is only available to be scheduled for quiet uses that do not disturb those on the first floor.

PRIORITY FOR USE:

Upper Town Hall is available for the use by groups in the following order of priority:

1. Meeting of Town Boards, Commissions, and Committees.
2. Use by town based non-profit organizations
3. Town resident private events
4. Other non-profit organizations
5. For profit organizations

FEE SCHEDULE:

1. Meetings of Town Boards, Commissions, and Committees – No charge.
2. Use by groups 2, 3 and 4: \$30 per use, plus insurance certificate up to 4 hours, \$75 beyond 4 hours.
3. Use by group 5: \$75 per use up to 4 hours, \$150 beyond 4 hours.

Fees are payable by check, in advance, at the Town Administrator's Office. Checks should be made payable to the Town of Harvard.

RESTRICTIONS:

1. The facility is for the use by groups listed above.
2. Activities that have potential to cause damage to the Upper Town Hall will not be permitted.
3. Smoking is prohibited.
4. Groups that would like audio/visual support should contact Harvard Cable TV
5. No helium balloons are permitted in the upper Town Hall.
6. Total number of people not to exceed 160. Note the Board of Selectmen Large Scale Event Policy may apply.

REQUIREMENTS

1. Public events with alcohol – **follow one-day special license liquor policy**  
certificate of insurance naming Harvard as additional insured with limits of \$1,000,000 occurrence/\$2,000,000 general aggregate with liquor liability coverage
2. Public events without alcohol – certificate of insurance naming Harvard as additional insured with limits of \$1,000,000 occurrence/\$2,000,000 general aggregate.
3. Private events with alcohol – liability release form required
4. Private events without alcohol – may require insurance at discretion of the board and/or Town Administrator.

CLEAN UP PROCEDURES:

1. The premises, including tables and chairs, are required to be left in the order and condition in which they were found.
2. All trash and rubbish to be removed from the premises.
3. The bathrooms are to be left clean.
4. Shut off all lights
5. Make sure the doors are locked upon leaving.

Approved and enacted by the Board of Selectmen on June 7, 2016

Revised April 2017