

Town of Plymouth PUBLIC FACILITIES POLICY	
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Town Manager	Endorsed December 12, 2007 and November 18, 2008
Selectmen Vote	December 12, 2006, November 18, 2008



PUBLIC FACILITIES POLICY

The Public Facilities Policy is intended to organize and manage the use of town facilities, the deployment of Town resources and staff for events held on Town/public property and/or Town/public ways. The majority of events require that applications be submitted. The Town Department that a sponsor will be working with will vary depending on the types and location of the events. Fees and insurance may apply to all events and facilities.

Purpose:

To establish guidelines and procedures regulating the use of town and public property.

Facilities and Grounds: Memorial Hall, Community Room at Cedarville Fire Station; Manomet Youth Center, Brewster Garden, Jenney Grist Mill, Town Hall, Senior Center, Library, Public Roads, Parks, Athletic Fields, Nelson Street, Stephen's Field, Beaches, Morton Park, Forges Field, DPW buildings.

(this list is not all-inclusive and may change as buildings are acquired and/or sold).

Logistics:

Only inquiries regarding athletic fields, Manomet Youth Center, or Memorial Hall are to be directed to Barry DeBlasio. All other inquiries should be directed to the Office of Economic Development.

Overall Policy Guidelines:

1. This Public Facilities Policy is established by the Town Manager under the general authority granted by the Board of Selectmen.
2. This policy governs the use of public areas of buildings and public facilities owned, leased, or otherwise occupied exclusively by the Town of Plymouth that are used for the conduct of Town operational business or for the enjoyment of citizens and visitors.
3. Most town buildings have areas that are not open to the public (an example of such an area may be one that contains confidential information or one that has operating equipment, such as lifts or other equipment that may cause injury). Only employees who work in that area or are otherwise required to be in that area, should be present. Any member of the public who is not an employee of that area should not be in this

area without proper accompaniment by a town supervisor. Violators will be asked to leave the premises.

4. A Special Event permit through the Economic Development Office must be completed for all events, with the exception of Memorial Hall or the Athletic Fields, those will primarily be applied for through the Recreation Department
5. The use of Town building facilities is primarily for the conduct of Town operational business or recreational activities. Consequently, groups that are a part of, or associated with, Plymouth Town government have priority use of most facility space. This includes Boards, Committees, School Staff, Elected Officials, and Town Staff, for purposes of Town business. Use of public areas by any of the above entities has priority over use by a non-profit citizen group.
6. The use of other public spaces is primarily for the enjoyment of citizens and visitors. However, occasionally these spaces can be used for special events, such as fundraisers, carnivals, parades, concerts, sidewalk sales, or film festivals. Use of public areas in Town facilities and/or Town grounds is allowed to the extent permitted by law. Such use must not interfere with Town government functions, operations, or business.
7. Rules and regulations apply to each public space.
8. Permits and fees are usually required for any event. Permits and fees are not waivable.
9. Proof of Insurance with the Town listed as an additional insured will be required
10. Any outdoor amplified music to be played on or at a public facility, must be approved by the Town Manager.

Definitions:

Public Facilities are defined, as the grounds, lobbies, and meeting rooms of town buildings and the playground and fields and properties owned by the Town. They do not include town owned properties that are being leased by an outside entity. It also does not include offices, workstations, stairwells, corridors or halls; these areas are reserved for town business only.

Specific Locations:

1. Use of TOWN HALL and TOWN HALL ANNEX BUILDINGS

Town Buildings are to be used for municipal purposes only, except by express permission of the Town Manager, who may grant exceptions on a case, by case basis. An exception may be granted based on a determination that a municipal purpose or benefit would be served by the proposed use.

Insurance, security, and/or safety precautions may be required, or limitations placed on the use to whatever extent they deem to be in the interest of the Town. A determination of one case shall not set a precedent for future use by that applicant or any other.

Contact: Town Manager's Office

2. Use of MEMORIAL HALL

Memorial Hall is rented by the Recreation Department and an application is required. All application materials are due within two weeks of the inquiry and advance notice of event

cancellation is required. Alcohol may be served only if a license has been obtained from the Board of Selectmen and liquor liability insurance is in place. Rental, custodial and police detail fees may apply. Evidence of insurance with the Town listed as an additional insured is required. All fees and deposits, as well as insurance requirements, must be supplied in advance. Specific rules for Memorial Hall will apply and are available in the Recreation Department. Interested parties should contact the Recreation Department.

Contact: Barry DeBlasio, Recreation Director

3. Use of RECREATION FACILITIES (27 sports fields in Plymouth):

Town recreation facilities may be used for public purposes and by groups or organizations of a non-profit nature, subject to the approval of the Recreation Director. Each group using a facility is responsible for picking up any litter created by the event. Alcoholic beverages are prohibited at all Town facilities. Playing fields are not to be used when wet with puddles. Under no circumstances is anyone other than the Park Division to attempt to make a field playable without the consent of the Park Superintendent. Failure to adhere to the polices set forth may result in the loss of field use privileges. An application for the Use of Recreation Facilities must be completed. The Town reserves the right to request other forms or permits. Fees and insurance requirements may apply. Athletics Fields located on school property must be reserved through the principal of that school.

Contact: Barry DeBlasio, Recreation Director

4. Use of PUBLIC SPACE, WAYS, or PROPERTIES

At times, public locations may be used for such functions as races, fundraisers, carnivals, parades, concerts, sidewalk sales, block parties, or film festivals (to name a few). A special event permit must be granted for this activity and applications are available in the Office of Economic Development. Alcoholic beverages are prohibited at all public facilities unless a liquor license is obtained from the Board of Selectmen. The Town reserves the right to request other forms or permits. Fees and Insurance requirements may apply as well as costs for Police, Fire, Ambulance (EMS) and Public Works.

Contact: Cheri Thomsen, OED

5. Use of BREWSTER GARDEN (for such events as weddings)

Weddings may be held at Brewster Garden once permission has been obtained from the Parks Department.

Contact: Parks Department

6. Use of LEASED PROPERTY is not allowed.

7. Inquires for the use of all other town owned properties, lands, spaces should be directed to Cheri Thomsen, OED.

RELATED INFORMATION:

Special Event Permit through the Office of Economic Development

Application for Amplified Music Permit – Business

Applications through the Recreation Department