

# Steele Community Room Use Policy

The Steele Community Room within the Waterbury Municipal Center is available for use by government and non-government organizations regardless of the beliefs, affiliations, or social views of the organizations.

**Liability:** The Town of Waterbury is not liable for the loss, theft, or damage of any property or for any personal injury that takes place in its community spaces.

**Prohibited:**

- Alcohol and tobacco are prohibited throughout the Waterbury Municipal Center, in its community spaces and on the grounds. However, under certain circumstances, alcohol may be conditionally allowed with express written permission from the select board
- No pets are allowed in the Waterbury Municipal Center or in its meeting spaces. However, service and therapy dogs, which must be clearly identified, are allowed.

**Priority of Use:** Meetings of the elected and appointed boards of the Town and Village of Waterbury will take precedence over all other requests. Programs offered or sponsored by the Town of Waterbury, Waterbury Public Library, Waterbury Historical Society and the Village of Waterbury will be given the next priority. Events of an educational, cultural, or community interest will take precedence over use by private organizations for events not open to the public.

The Municipal Manager has the full authority to grant, refuse, or revoke permission to use the Steele Community Room. The Town of Waterbury reserves the right to re-schedule a group after it has made a reservation due to special circumstances.

- The room may not be booked for private uses such as weddings, birthdays or other similar events.
- The Town of Waterbury does not advocate or endorse the viewpoints expressed by groups renting or using the space.

**Reservations & Responsibilities of the Renter:**

- Reservations for the Steel Community Room must be submitted on forms provided by the Town of Waterbury and must be made at least one week in advance, unless otherwise approved by the Municipal Manager.
- Reservations cannot be made more than six months in advance.
- While the space is available to groups or organizations by reservation, “regular meetings” of such groups or organizations cannot be scheduled for the Steele Community Room.

- The Steele Community Room must be left in the condition in which it was found. Deposits may be withheld and, if necessary, an assessment for damages may be issued by the Town of Waterbury if damages exceed the amount on deposit.
- The group using the space will be responsible for compensating the Town of Waterbury for damages or losses incurred as a result of the group's use.
- The person responsible for the group must sign the use agreement.
- The renter is responsible for bagging their trash. The bag will be disposed of at the Municipal Office.
- Meeting participants shall park in the back lot at the Municipal Center.
- Items in the kitchen including, but not limited to, plastic utensils, napkins, K-cups and bottled beverages are not included in the rental fees and should not be used/consumed by renters.
- Use of the Municipal copier or other office supplies is not permitted.

**Fees:**

- A check in an amount \$25.00 made payable to the Town of Waterbury must be submitted, preferably at the time the reservation is made, or no later than when the key for the building is picked up. The check will be returned to the applicant when the key is returned and if there are no damages to the room, furniture or equipment.
- The check will be cashed if the key is not returned when required or if damages or losses to the town have occurred.
- A use fee of \$25 for the first two hours will be charged. For each additional hour or portion thereof, an additional fee of \$10 per hour will be charged.
- Programs offered or sponsored by Waterbury Recreation Department, Waterbury Public Library and Waterbury Historical Society are exempt from room rental fees.

**Steele Community Room Agreement:**

- Organizations wishing to use the Steele Community Room must fill out a Steele Community Room Reservation form and return it to the Office of the Municipal Manager.
- The reservation is not confirmed until approved by the Municipal Manager or his/her designee.
- Failure to comply with the Steele Community Room Policy may result in penalties as outlined above or prohibitions from reserving the space in the future.

**TOWN OF WATERBURY  
STEELE COMMUNITY ROOM  
28 NORTH MAIN STREET**

**MEETING ROOM USE APPLICATION**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date of event: \_\_\_\_\_

Reason for Meeting Room use: \_\_\_\_\_

Is the meeting private or open to the public? \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Meeting time (include time from set-up to tear-down): \_\_\_\_\_

Are you requesting permission to use the kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Refrigerator \_\_\_\_\_

Stove/Range \_\_\_\_\_

Are you requesting permission to use the audio visual equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please stop in prior to your meeting to ensure that your equipment will work.

I have read the Town of Waterbury's "Steele Community Room Use Policy" and agree to its provisions. In addition, in further consideration for the use of the Town's facilities, I agree to hold harmless the Town of Waterbury for any injury or damages occurring as a result of the activities or presence in the Town's facilities and to indemnify the Town regarding any claims made against the Town arising from the activities or presence in Town facilities, including any claims brought by persons who come onto the Town's premises because of activities or any claims arising from acts or omissions of such persons, regardless of the basis of the claim.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Room Fee: \$25 for the first two hours, \$10 per hour thereafter

Security/Key Deposit: \$25 to be returned when the key is returned, assuming no damages

Mail to: Waterbury Municipal Office  
28 North Main Street, Suite 1  
Waterbury, VT 05676

Email: [kking@waterburyvt.com](mailto:kking@waterburyvt.com) or [ppratt@waterburyvt.com](mailto:ppratt@waterburyvt.com)

For Internal Use:

Room Fees: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Security/Key Deposit: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Invoice Requested