



COMMUNITY HALL USE INFORMATION

Community Hall was created to foster our civic functions as well as the active and vibrant social life of the community. Our goal is a busy and vibrant Community Hall used by many different people. At the same time we need to be mindful of the impact Community Hall use has on the adjoining Bayside community.

Priority for Use

- Northport Village Corporation business
- Bayside and Northport community non-profits (e.g. Bayside Historical Preservation Society, Bayside Arts, Northport Food Pantry) and similar community organizations (E.g. Northport Yacht Club).
- Bayside and Northport residents, family activities (e.g. weddings, birthday parties, memorial services, etc.)
- Bayside and Northport residents, for profit use
- Non-residents, family activities
- Non-resident, for profit use

Scheduling

Individuals wishing to reserve the Community Hall should contact the NVC office to request and submit reservation forms. The Overseers will review these requests, usually at their next regularly scheduled meeting, and will approve, defer a decision to a later meeting or deny the requests. In the event a decision is required between regularly scheduled Overseers meeting, the _____ has the authority to approve such requests.

Community organizations are requested to submit their reservation requests prior to April 1 of each year. All other interested parties may submit reservation requests beginning April 1.

Special Events

Some events do not fit within these scheduling timeframes (for example: weddings, family reunions, and other events that need significant planning). Please submit these requests in writing whenever you are ready. The Overseers will review the request, usually at their next regularly scheduled meeting.

Considerations for Potential Community Hall Users

- Requests for large blocks of time on multiple days may not be approved. Weekends are a particularly difficult challenge in this regard.
- The Community Hall has very limited parking (4 spaces). Large groups will need to be shuttled from a remote location.
- The occupancy limit for the Hall is 200 people.
- Police officers may be required for traffic control and/or security (larger groups). The requestor will be responsible for the costs of any law enforcement/security presence required by the Overseers for the event.
- No liquor consumption in or around the building.
- No smoking, no candles, no open flames.
- The downstairs meeting room is heated, the upstairs hall is not.

- Community Hall users are required to provide proof of liability insurance protecting the NVC. Insurance sources include, among others, homeowner's insurance, event insurance sponsored by the Maine Municipal Association (information available from the NVC office) or independently secured event insurance.
- **Curfew:** any evening event must conclude no later than 10 PM, cleanup may continue until 10:30 PM if necessary.

Fees

Current fees for the use of Community Hall are described on the NVC Facilities Use Request form. The NVC reserves the right to require a security deposit depending on the planned event.

Specific Rules for Community Hall Use

- **DO NOT BLOCK THE EXITS.** All doors and hallways must be free from obstacles and barriers at all times.
- **NO SMOKING OF ANY SUBSTANCE ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area, and grounds.
- **NO ALCOHOL OF ANY KIND IS ALLOWED ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area and grounds.
- **HOUSEKEEPING.** You are responsible for cleaning the hall, kitchen (if used) and restroom and disposing of trash off site immediately following your event. The Community Hall will be inspected before and after your event. All trash, food, cups and dishes, decorations, etc. that you bring in, you must remove at the conclusion of your use. Place chairs back in the racks and where you found them. Fold tables and place as you found them. Sweep the floors. Other cleaning arrangements will be considered but must be requested at the time the reservation is made.
- **THE BATHROOM SHOULD BE LEFT TIDY.** Make sure paper towels are placed in the trash barrel, not on the floor. Empty the trash barrel as needed to assure the bathroom stays neat. Empty the trash barrel when your event is over.
- **DON'T INVITE PESTS.** The kitchen must be cleaned so that ants and rodents are not attracted to crumbs and spills left behind. This is an old building with lots of entrance points for critters. Treat this kitchen as you would your own.
- **TURN OFF THE LIGHTS; SHUT THE WINDOWS; LOCK THE DOORS.** When you are through with your event, please assure the building is secure. If the windows were closed when you arrived, close them. Turn off all lights. Check the stove and turn it off. Close all doors tightly and assure they are locked.
- **COMMUNITY ROOM.** The wheeled model display cabinets may be moved within the room, but they may not be moved out of the room. Tables and chairs removed from the room must be stored upstairs, as directed by NVC staff, and out of the way of other Community Hall users. NVC AV equipment must be moved only under the supervision of NVC staff. Temporary removal of any BHPS exhibits on the walls must be coordinated with the BHSP.

QUESTIONS? Feel free to ask the Office Manager or Village Agent if you have any questions or concerns. If you observe that something is not working, let them know. The Village is not an Event Manager. It does want to ensure the building is safe, clean and reasonably secure

THANK YOU!

Northport Village Corporation Board of Overseers

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