



**Town of Fairhaven
Massachusetts
Select Board**

40 CENTER STREET
FAIRHAVEN, MA 02719

TEL: (508) 979-4023
FAX: (508) 979-4079
Selectboard@Fairhaven-MA.gov

Today's Date
time stamped

APPLICATION FOR THE USE OF TOWN HALL

Name of Organization _____

Responsible Officer _____ Tel. No. _____

Address _____

Purpose of Use _____

Space Requested _____

Date Requested _____ Begin Time _____ End Time _____

REQUEST FOR AUDIO / VISUAL TECHNICIAN: YES _____ NO _____

Fee will be \$100.00 (up to three hours). Each additional hour will be charged \$25.00.

Additional fee will be charged once additional hour begins. Cash or Check made out to The Town of Fairhaven.

Select Board / Town Administrator

Police Chief / Representative

Board of Health

Fire Department / Inspection

Building Department Inspection

FEES (To be completed by the Office of the Select Board)

Office Use only

Rental Fee x _____ hrs. at \$ 150.00 / hr. = \$ _____ (minimum 3 hours)

Plus refundable security deposit in the amount of the rental fee = \$ _____

_____ Audio \$100.00 plus _____ hrs. at \$25.00 /hr. = \$ _____

_____ Custodian x _____ hrs. at \$ 50.00 /hr. = \$ _____

_____ Police x _____ hrs. at \$ _____ hr. = \$ _____

TOTAL FEES = \$ _____

I have received \$ _____ in fees and security deposit for the use of Town Hall Facilities on behalf of Town of Fairhaven from

Organization

Date: _____ Signed: _____

Select Board Office

(Security Deposit will be returned after inspection of the premises by the Select Board or its deignee, less any charge for clean up or repair.)



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Release and Indemnification Agreement

In consideration of the rental from the Town of Fairhaven ("Town") of the Town Hall and or Town Hall Auditorium, the undersigned hereby releases and forever discharges the Town and its officers, agents and employees from all suits, claims and demands of any nature whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of, related to or resulting from, in whole or in part, the use of the premises as described above.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officers, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless therefrom.

If any damage to the Town Hall and or Town Hall Auditorium or any equipment or appurtenance therein, results from any act or neglect of the undersigned, its agents, guests, licensees or invitees, the undersigned shall be liable therefore and shall upon demand, reimburse the Town for all costs and expenses of such repairs and damages.

The undersigned hereby acknowledges that he or she has read and understands this release and Indemnification, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Signature: _____

Printed Name: _____

Date: _____

Before me: _____

Witness Signature

To be signed in the presence of Town Hall staff



TOWN OF FAIRHAVEN

FAIRHAVEN TOWN HALL FACILITIES RULES AND REGULATIONS

Use of the Fairhaven Town Hall Facilities/Auditorium ("Town Hall") is available to non-profit, civic, charitable and governmental organizations for cultural or educational purposes, and for private events¹, but not for the purpose of partisan use to influence elections for office or ballot questions. However, Town government's (the "Town") programs and functions will have first priority in the scheduling of events in Town Hall including the Auditorium. Otherwise, requests will be reserved on a first come first served basis.

The following rules and regulations must be observed in the use of Town Hall:

1. All requests for use of Town Hall must be submitted to the Select Board on the Application for the Use of Town Hall form at least thirty (30) days in advance of the requested event date.
2. The applicant is required to sign and complete the Application, the Release and Indemnification Agreement, and an acknowledgment that they have read, understood and agreed to comply with these rules and regulations
3. Nothing shall be sold, given, exhibited, advertised or displayed without prior permission of the Select Board.
4. Use of Town Hall shall be limited to the hours of 8:00a.m. to midnight and no event may extend beyond 12 midnight or be held on any other day unless permission is granted by the Select Board.
5. No scenery shall be installed that is nailed or otherwise attached to any floors or walls of the stage, Auditorium or other Town Hall area. Set pieces, platforms, etc. must be free-standing or hung from overhead grid. No decorations may be stapled, tacked or tied to any walls or fixtures. No walls or floors of the stage may be painted or otherwise altered. No scenery shall be installed that blocks safe access to stage, Auditorium doors or fire exits. If scenery or backdrop curtains, teasers, side legs, etc. are hung from overhead grid, all such materials must be removed following the production, and the Auditorium's drops, curtains, etc. must be re-hung in the correct positions. All scenery materials, curtain fabrics and decorations must meet fireproof or flame-retardant regulations of Massachusetts and/or Federal and/or local code. All such materials may be subject to inspection and approval, and any such installation may be subject to inspection. Under no circumstances shall scenery or other property of a using organization be stored in Town Hall without

¹ Private Events are defined as those functions that are closed to the general public and an admission fee is not charged. It includes such events as weddings, reunions, and birthday/anniversary parties. Use of the auditorium by private parties for the purpose of selling services and/or products is not permitted.

express permission, and in no event when such storage will interfere in the use of the Auditorium or Town Hall Facilities by the Town. All scenery and electrical equipment and any equipment supplying light, sound, atmospheric, i.e., water-based fog machines, or similar effects must be inspected and approved by the Chief of the Fire Department and the Building Inspector or their designees prior to the use of the stage or Auditorium. Pyrotechnic displays or artificial smoke of any sort are strictly prohibited.

6. The applicant shall be held responsible for the preservation of order and shall secure all licenses and permits require for public performances, including the provision for a police detail if required by the Select Board or the Chief of Police and food preparation and serving licenses as required by the Board of Health. Unless waived by the Select Board, Police details shall be required at all events to be attended by two hundred or more persons, all events serving alcoholic beverages, and any other events which the Select Board determine to require a police officer to maintain public order and safety. The applicant is responsible for the cost of police security. The applicant shall be required to provide liability insurance coverage and rented property insurance coverage, each in the amount of not less than \$1,000,000, naming the town as additional insured*.

****Proof of coverage must be provided to the Town Administrator at least seven days prior to the date of the scheduled event.***

7. Consumption of Alcoholic Beverages in the Auditorium may be allowed by the Select Board under the following provisions:
If the applicant intends to sell/serve alcoholic beverages at the event, the applicant must apply for and be granted a Special "one day" license pursuant to M.G.L. Chapter 138, Section 14 and the Rules and Regulations for Special "one day" licenses of the Select Board, acting in their capacity as the Local Licensing Authority. If the applicant intends to serve alcoholic beverages but not charge for them, the applicant must obtain a special events insurance policy that provides for liquor liability coverage in the amount of not less than \$1,000,000 and that names the Town as an additional insured*.

*** Proof of coverage must be provided to the Town Administrator at least seven days prior to the date of the scheduled event.**

8. Consumption of Marijuana in any form or manner is prohibited.
9. A custodian will be required to be on duty during the event and thirty minutes prior to and following the event. The applicant is responsible for the cost of custodial services at the rate of Fifty dollars per hour (\$50).
10. The applicant is responsible for paying in advance at least seven days prior to the event, the Town Hall Use Fee at a rate of \$150 per hour with a minimum of three hours per event for private events and non-Town affiliated groups**, plus the cost of custodial services (see above). Additionally, the applicant is responsible to contact the appropriate department(s) and for all applicable costs associated with Police Details, Fire/Emergency Management Services, Audio/Visual and Public Works fees.
11. A refundable security deposit in the form of a certified check made out the Town of Fairhaven and in the amount of the total rental fee shall be submitted at least seven days prior to event. The Town, at its sole discretion, may deduct from this security deposit any and all funds necessary to make repairs or clean the facility including the cost of custodial services not paid for by the applicant. The providing of a security deposit does not reduce, lessen or remove any obligation the applicant may have under the

Release and Indemnification Agreement.

12. Applicant is responsible for delivery, pick-up and rental of additional chairs and tables if required. The Auditorium/Town Hall space used is to be swept clean and all trash removed after use by the applicant. The set-up and break-down of chairs and tables and additional clean-up by the custodian will be an additional charge at a rate of \$10 per hour (in addition the rate provided for in Section 9) and must be pre-arranged at the time of application. Restrooms are to be left clean after use.
13. No smoking is permitted within the Town Hall or within 15 ft. of any entrance of the building.
14. The event is limited to the occupancy limit as determined by the event and as approved by the Building Commissioner.
15. Only the preparation of light refreshments involving no cooking will be permitted in Auditorium area. Water is available for use in preparing coffee or tea. Any group serving refreshments must provide their own dishes, utensils, linens, etc.
16. The custodian is responsible for the opening and closing of the Town Hall.
17. The Select Board reserves the right to revoke permission to use Town Hall for an applicant's non-compliance with the Rules and Regulations. The Select Board reserves the right to waive any or all fees under these Rules and Regulations when it is in the public interest to do so.

** Town Affiliated groups as defined by the Select Board:

- Fairhaven Improvement Association (FIA)
- North Fairhaven Improvement Association (NFIA)
- West Island Improvement Association (WIIA)
- East Fairhaven Improvement Association (EFIA)
- Whitfield-Manjiro Friendship Society
- Fairhaven Dollars for Scholars
- Town Departments, Committees, Boards, Commissions

ADOPTED BY THE FAIRHAVEN SELECT BOARD – January 9, 2017

Revised by the Select Board on September 23, 2024

Revised by the Select Board on November 10, 2025



TEMPORARY STREET CLOSURE POLICY

General

It is the policy of the Town of Fairhaven to encourage activities by neighborhood and civic groups that promote the welfare, safety, and harmony of its citizens. The Town shall allow temporary street closures for such activities when those closures will not cause harm to or be a significant disruption to the general public.

Purpose

It is the purpose of this policy to define parameters under which local or civic groups may request temporary road closures for community events. Except as otherwise provided by law, it shall be unlawful to close any public street or block traffic therefrom unless a Street Closure Permit has been issued by the Town of Fairhaven in accordance with this policy.

Scope

This policy applies to all roads and streets in the Fairhaven road system.

- A. **Administrative Approval:** Community events that occur on an annual or routine basis, may be approved administratively by the Town Administrator. Town sponsored events may be approved administratively by the Town Administrator.
- B. **Select Board Approval:** Events of a non-routine nature lasting longer than ten (10) hours, must be approved by the Select Board.

Policy

- A. No permit shall be issued for road closures on state-controlled, numbered highways without prior approval from the Massachusetts Department of Transportation. No permit shall be issued for road closures in the Business District as defined by the Zoning Bylaws of Fairhaven* unless sponsored by the Town or the local chamber of commerce or its equivalent.
- B. Disposition of Street Closure Requests is administrative in nature under the authority of the Town Administrator and the Select Board.
- C. The applicant shall submit a letter of request for street closure to the Fairhaven Town Administrator's office at least 30 days prior to the date of the proposed street closure. Applications submitted less than 30 days cannot be guaranteed a response for approval. The letter shall include all the relevant information requested in the application and any additional information requested by the Town Administrator.
- D. The Town Administrator shall notify the Police Chief of the proposed closure, and the Police Chief, or designee, shall determine whether a Police detail shall be required. Such detail shall be paid by the applicant.
- E. The applicant shall be responsible for notifying the owners and abutters as outlined in the public notification process.
- F. The temporary street closure shall be for a period less than ten (10) hours as stipulated by the Town Administrator, unless approved by the Select Board.
- G. Regardless of street closure, travel lane must be kept clear to accommodate emergency vehicles.
- H. Pedestrian access to all residences or businesses shall not be obstructed as well as an unobstructed path must be maintained for emergency vehicle access to the street.

- I. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
- J. Promptly following the conclusion of the event, the applicant shall ensure that the street is free of debris and rubbish.
- K. Approval of the request is subject to other conditions that may be specified by the Fairhaven Town Administrator or the Select Board.
- L. The Town of Fairhaven will not be responsible for any costs for establishing, running or maintaining the closure.
- M. The Town of Fairhaven maintains the right to cancel approval of the road closure at any time.

* Waivers may be requested and can only be approved by the Select Board.

Barricade Equipment

Barricade equipment, in the form of saw horses, is required and is provided by the Town at a fee of fifty dollars (\$50). The applicant shall be responsible to pay the fee at least two (2) weeks prior to the event. Department of Public Works will be notified and coordinate the placement and timing of barricades with the Police and Fire Departments. **The applicant is responsible for the barricade application.*

Public Notification

The applicant is required to notify by certified mailing to all abutters and post notices in visible locations within the area to be closed. The notification and postings to those who will be affected by the notice may contact the Town Administrator's office if they have any questions or concerns. The applicant shall attest that this requirement has been met. The applicant may obtain abutter addresses from the Assessor's office.

Additional Event Requirements

- A. No stakes or penetrations may be made through the asphalt.
- B. No disposal of anything in storm sewers.
- C. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
- D. No loud speaker system shall be used which is audible beyond the designated event location. Event organizers and guests shall be in compliance with state laws and local bylaws.
- E. If alcoholic beverages are dispensed, event organizers may be subject to criminal penalties if under-aged persons are consuming or possessing such beverages and products. Alcoholic beverages are prohibited from Town streets or public right of way unless the applicant has obtained a one-day permit from the Town. Marijuana products shall not be dispensed.

Damages: Insurance

Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss or damage to any Town of Fairhaven property arising out of the issuance use of the permit.

As a condition to the issuance of any Street Closing Permit, the permittee may be required to provide insurance to indemnify the Town from any and all damages and costs of litigation arising out of the issuance and use of such permit.



Town of Fairhaven
Massachusetts
40 Center Street
Fairhaven, MA 02719

TEMPORARY STREET CLOSURE/BLOCK PARTY APPLICATION

Today's Date:

Date of event:

Time of event:

Road (s) to be blocked:

Estimated number of attendees:

Age group:

Have all residents been notified Y / N

How notified:

Please provide of copy of notification with application

Name, address and telephone number of 2 residents as point of contact in addition to the applicant.

Name:

Name:

Address:

Address:

Phone:

Phone:

By signing, I attest to having read, understand and will comply with the Temporary Street Closing Policy if this application is approved including conditions for public safety provided by Police, Fire and DPW.

Signature of applicant:

Print Name:

Phone:

Address:

Email:

OFFICE USE: Review by Police, Fire and DPW for approval, any public safety conditions will be noted.

DPW:

Comments:

Police:

Comments:

Fire:

Comments:

Town Administrator:

Comments:

**TOWN OF FAIRHAVEN - BOARD OF PUBLIC WORKS
BARRICADE REQUEST FORM**



Date of Event: _____ **Time:** _____

Name: _____

Address: _____

Phone #: _____

Email: _____

Location Request: _____

Type of Event: _____

Of Barricades Requested _____

Applicant Signature _____ **Date:** _____

\$50.00 refundable deposit for barricades

\$200.00 delivery / pickup (seperate check)

Barricades will be available on the business day prior to the event.

Fees: Please make checks payable to "Town of Fairhaven" _____

The \$50.00 deposit will be returned in full provided there are no damages to the barricades. Deposits not collected will be forfeited after 30 calendar days.

Date Paid: _____ **Receipt #** _____ **Check #** _____

Request Approve by
Highway Superintendent _____ **Date** _____

Deposit Returned (Print Name) _____

Signature _____ **Date** _____

Employee _____