

PUBLIC FACILITIES USE POLICY

TOWN OF GRAY MAINE

Approved by the Gray Town Council June 18, 2019

Revised: June 1, 2021; August 3, 2021; October 4, 2022

Be it hereby resolved by the Town Council of the Town of Gray, Maine:

SECTION 1 – MISSION STATEMENT

The Town of Gray (hereafter “Town”) sets forth the following rules and regulations for the management and protection of the public facilities owned by the Town and for the protection of the persons lawfully entitled to use same.

SECTION 2 – DEFINITIONS

Director: means the person who is in charge of an activity, department, or building.

Public facility: means an area of land and all buildings and structures located thereon, owned and operated by the Town, having facilities for rest and/or recreational use or providing open space for leisure activities, and customarily used by the general public for such uses and activities. Appendix A contains a current list of public facilities located in the Town.

Town Staff: refers to the Recreation Director (or her/his designee) for public facilities located in the Henry Pennell Municipal Complex, Wilkes Beach, Newbegin Community Center, and all Town of Gray owned Parks & Fields; or Library Director (or her/his designee) for facilities located at the Gray Public Library.

School Department: means SAD #15.

SECTION 3 –PUBLIC FACILITIES

A. General

The Town of Gray retains the right at all times to make individual decisions regarding the use of all public facilities including, but not limited to the right to deny use of the facility for any participant and/or spectator who violates any policy or procedure or engages in any verbal or physical abuse of the facility or Staff.

1. Priority Order of Use: 1. Town/Emergencies/Elections; 2. Town/Department programmatic uses in accordance with the intended purpose for which the space was acquired; 3. School; 4. Service Groups and Non-Profit Organizations; 5. Special Interest Groups/GNG Groups and Functions. All facilities are available on a first-come/first-serve basis by reservation through the assigning organization. Bumping order is according to Priority Use Order and time lines. Exceptions may occur due to extenuating circumstances upon the discretion of the assigning organization.
2. The Town Council shall consider all requests for recreational activities regularly occurring if more than 25 hours per session that are not municipal or school-related regarding the use of all public facilities.
3. A lack of respect for the facility or town staff by the user or their group may be cause for the denial of a future use of the building and failure to receive a reimbursement of the security deposit.
4. The renter/designated representative must be at least 18 years of age and assume responsibility for appropriateness of activity, supervision and adherence to all policies. The assigning organization shall authorize all equipment usage and reserve the right to refuse and/or cancel any equipment or facility request. Equipment is not to be removed from any facility.

B. Application requirements

All persons or groups desiring to reserve a public facility for their own exclusive use for special events are required to fill out an application.

C. Insurance

The Town's property insurance and general liability insurance does not extend to individuals or groups utilizing public facilities. The Town may require an applicant to procure public liability insurance from a company authorized to do business in Maine, in an amount not less than \$400,000 per occurrence, for bodily injury, death, and property damage, protecting the applicant and the Town and its officers, agents and employees from such claims and provide the Town with a written certificate of insurance confirming such coverage, including naming the Town as an additional named insured. Regardless of whether the Town requires the applicant to procure liability insurance as noted above, all individuals or groups utilizing public facilities will be required to sign a separate agreement where the individual and/or group agrees to defend, indemnify, and hold harmless the Town and its officers, agents, and employees from any claims arising from the use of Town facilities, and agrees to waive any and all claims the individual and/or group may have against the Town related to the individual and/or group's use of such public facilities.

D. Fee

1. The fee for facility rental shall be as specified in the Schedule established by the Town Council.
2. It shall be unlawful for any person to use, without payment, any facility or area for which an application fee is required, or user fee charged. Once an application is approved, and rental obligations are met, the date and facility will be considered secure.
3. The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of providing police protection, the cost of providing restroom facilities, additional staff and a maintenance service charge.
4. A refundable security deposit shall be collected for the use of all indoor recreational facilities that require a Facility Use Application. This security deposit shall be collected prior to use and held until after the rental has been completed and a satisfactory walk-through done by Town Staff.
5. Parties interested in a reduction/waiver of rental fees in exchange for in-kind goods/services may apply to the Recreation and Conservation Committee on forms provided by the Town. The Recreation and Conservation Committee shall review the application at their next regular meeting and formulate a recommendation for the Town Council's consideration. In the event that the Recreation and Conservation Committee is unable to meet within 30 days from the date of application, a recommendation shall be formulated by Recreation Administrative and the Town Manager for the Town Council's consideration. The application will then be reviewed by the Town Council at their next regularly scheduled meeting to decide if the reduction/waiver is approved.

E. Cancellations

If a rental fee is paid and two (2) weeks' notice is given, the renter is entitled to a 100% refund minus a \$10 processing fee. Notification of less than two (2) weeks and more than three (3) business days before the rental date will result in 50% refund. If the town is notified three (3) business days or less prior to the rental date, no refund will be issued. If the town closes the facility due to inclement weather or other municipal priorities, the rental event will be cancelled and rescheduled if possible. If it cannot be rescheduled a full refund will be issued. It is the renter's responsibility to contact Town Staff to reschedule the rental.

F. Duties of applicant

1. Prior to the event, the applicant reserves the right to walk through the public facility which the applicant intends to utilize and catalog in writing on the contract with Town Staff any defects, deficiencies or apparent damage to such facilities.
2. The applicant shall be responsible for designating a person who shall be in charge of the conduct of the event or activity and who shall be at the public facility while the event or activity is being conducted.
3. Respect for equipment, staff and facility is expected at all times including space capacity and intended space use. If damage occurs, please report it to Town Staff

4. Groups shall be adequately and appropriately supervised by an approved adult(s) at all times and until all participants have departed the premises. All accidents and/or injuries shall be reported to the assigning organization.
5. Food and/or beverages are to be limited to the specified food and/or beverage areas.
6. Clean-up is the responsibility of the renter/user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles.
7. Renters should make themselves aware of the appropriate means of emergency exits and make sure all in attendance are aware of the exits.
8. The applicant shall comply with any and all other Town Ordinances, Rules and or Policies.

G. Standards for issuance

Town Staff shall approve an application upon finding that:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
2. Adequate parking facilities exist and are available to accommodate the proposed event or activity in the public facility;
3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
5. The proposed event or activity would not unreasonably disturb persons who own and/or occupy land which is adjacent to such public facility;
6. The public facility or portion thereof desired has not been reserved for other use at the day and hour required in the application; and
7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.
8. When approving an application Town Staff may designate the specific area within the public facility where the event shall be permitted to take place, based upon the foregoing criteria.

H. Post-event examination

Any facilities used by the applicant will be examined carefully by Town Staff after use. By accepting an application to use a public facility, the applicant agrees to make full restitution for loss or damage occurring during the applicant's use of the facilities. This may also result in failure to receive a reimbursement of the security deposit. Depending upon the extent of any loss or damage, an insurance claim may be filed at the Town Staff's discretion - see Section 3, Sub-section C of this Policy.

I. Termination of applications

Town Staff, for good cause, may withdraw his/her approval for use of any public facility by giving the applicant notice 48 hours in advance of the scheduled event or gathering. In such event, the applicant shall be entitled to full reimbursement of any fees paid.

J. Indemnification

The applicant agrees to save, indemnify and hold harmless the town and all its employees, the Town Council and all its members, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortious acts on the part of the applicant, employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities, equipment, or activity participation. The foregoing entities shall also be held harmless from and against all claims, damages losses and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees arising out of or resulting from personal injury, sickness, disease or death.

SECTION 4 – UNLAWFUL OCCUPANCY

It shall be unlawful for any person to:

- A. Enter any building or be upon any public facility after the posted closing time or before the posted opening time, or contrary to posted notice in any public facility or while any public facility is under construction.
- B. Use a public facility in a manner which requires a permit after having received a permit revocation during the time period specified.

SECTION 5 – ALCOHOL/TOBACCO

The Town of Gray is a smoke free environment. Participants and spectators may not consume alcohol or tobacco products at any scheduled/organized activity or event. Use of alcoholic beverages and tobacco products is prohibited in all public facilities and on any town owned properties.

SECTION 6 – SOLICITATIONS AND CONCESSIONS

It shall be unlawful for any person to:

- A. Solicit, sell or otherwise peddle any goods, wares, merchandise, services, liquids or edibles in a public facility except by authorized concession or written permission granted by the Recreation Administrative Staff.
- B. Expose, distribute or place any commercial sign, advertisement, notice, poster or display in a park without authorization from Town Staff. This prohibition shall not apply to signs erected in connection with recognition of sponsorship by a business or individual of non-profit events and athletic teams within the town, provided that the sign has been authorized by Town Staff.
- C. Bring in, set up, construct, manage or operate any amusement or entertainment device without a permit.

Other town permits and licenses may be required before engaging in the foregoing activities.

SECTION 7 – DOGS

Dogs are allowed at public facilities subject to the following restrictions:

- A. All dogs must be on a leash, cord or chain, not longer than ten (10) feet, held by a person physically able to control the dog.
- B. It is a violation of this Policy to allow a dog to disturb, harass or interfere with any employee or visitor at a public facility and/or town sponsored program or event, or to damage any visitor's property.
- C. Any animal owner whose animal destroys, damages, or injures any shrubbery, plants, flowers or anything on public property or a facility in a park or other public grounds shall be responsible for the damage caused by the animal.
- D. Pet custodians shall pick up their pet's feces and dispose of the feces in a sanitary manner, in a designated receptacle.

SECTION 8 – LITTERING

It shall be unlawful for any person to deposit, scatter, drop or abandon bottles, cans, broken glass, sewage, trash, waste or other material. Disposal of waste shall be in a sanitary manner in a designated receptacle.

SECTION 9 – RELEASE OF HARMFUL OR FOREIGN SUBSTANCES

It shall be unlawful for any person to:

- A. Place any debris or other pollutant in or upon any land associated with a public facility or any body of water in or adjacent to a public facility or any tributary, stream, storm sewer or drain flowing into such waters.
- B. Discharge wastewater or any other wastes in a public facility, except into designated containers, drains or dumping stations.
- C. Release a pesticide in or upon any land associated with a public facility, except as permitted by the Town.

SECTION 10 – DESTRUCTION/DEFACEMENT/ALTERATION OF PUBLIC PROPERTY/SIGNS.

It shall be unlawful for any person to:

- A. Intentionally deface, vandalize or otherwise cause destruction to a public facility.
- B. Intentionally deface, destroy, cover, damage or remove any placard, notice or sign, whether permanent or temporary. Build an encroaching structure, such as a fence or garden, on public facility property without the express written permission from Town Staff.

SECTION 11 – DISTURBANCE OF NATURAL FEATURES

It shall be unlawful for any person to:

- A. Intentionally remove, alter, injure or destroy any tree, turf, other plant, rock, soil or mineral in a public facility without a permit.
- B. Dig any trenches, holes or other excavations in a public facility without permission.
- C. Introduce any plant, animal or other agent within a public facility without permission.
- D. Construct any building or structure or signs unless authorized to do so in writing by Town staff.

SECTION 12 – HUNTING/WILDLIFE

It shall be unlawful for any person to:

- A. Kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed, any species of wildlife in any park areas that are posted “No Hunting.” All fishing, hunting and discharge of firearms shall be in accordance with state and local laws and ordinances.
- B. Remove any wild animal, living or dead, from a park without necessary State permits or licenses.
- C. Release or abandon any animal within a park without necessary State permits or licenses.

SECTION 13 – USE OF WEAPONS/FIREARMS/FIREWORKS

It shall be unlawful for any person to:

- A. Fire or discharge, or cause to be fired or discharged across, in or into any portion of a posted public facility, any gun or firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, paintball gun, or any other dangerous weapon or projectile, except for purposes designated by Town Staff in areas and at times designated by Town Staff
- B. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, or other pyrotechnics at any public facility without authorization of Town Staff and the necessary State and local permits.

SECTION 14 – FIRES

It shall be unlawful for any person to:

- A. Start an open fire at any public facility (including for cookouts and camping) except by express permission from Town Staff. Applicants requesting permission for a fire of any type must also acquire a fire permit through the Gray Fire Rescue Department.
- B. The use of open flames including candles or other incendiary devices and effects are prohibited.
- C. Scatter or leave unattended lighted matches, ashes, burning tobacco, paper or other combustible materials.

SECTION 15 – SNOWMOBILES AND ATVS

Use of snowmobiles and all-terrain vehicles (ATVs) is prohibited on all trails and areas within public facilities except for designated trails within parks and designated public grounds owned by the town. This shall not be construed to prohibit the use of snowmobiles and/or snow grooming equipment for the maintenance and grooming of ski trails as authorized by Recreation Administrative Staff.

SECTION 16 – TRAILS

Trails within parks and public grounds owned by the Town may generally be used for non-motorized recreation such as hiking, cross-country skiing and cross-country running and may otherwise be used as posted.

SECTION 17 – PERSONAL CONDUCT

It shall be unlawful for any person to engage in any course of conduct or participate in any activity in any public facility where such conduct or participation is unreasonably and unnecessarily hazardous to the personal safety of or impairs or limits the lawful use and enjoyment of the facility or area by other persons.

SECTION 18 – NOISE/PUBLIC DISTURBANCE

It shall be unlawful for any person to:

- A. Make any unnecessary noise which disturbs the peace and quiet of the park/facilities or causes discomfort or annoyance to park/facility visitors of normal sensitivity, except for special programs at dates and times as authorized by permit.
- B. Install, use or operate or permit the use or operation within public facilities of any of the following devices:
 - 1. Loudspeaker or sound amplifying equipment without an application.
 - 2. Radios, DVD players, tape players, television sets, musical instruments or other machine or device for the production or reproduction of sound in such a manner as to be disturbing or a nuisance to persons of normal sensitivity within the area of audibility.

SECTION 19 – MOVEMENT OF BENCHES/SEATS OR OTHER PARK EQUIPMENT

No benches, seats or other equipment of the town shall at any time be removed or changed from their place without permission to do so having been obtained by Town Staff.

SECTION 20 – GOLF

Practicing of golf is not permitted in any public facilities, except where specifically designated or as authorized by Recreation Administrative Staff.

SECTION 21 – CAMPING

Overnight camping is prohibited in all public facilities and parking areas owned by the town.

SECTION 22 – PARKING

Parking or driving of any vehicle on a public facility, including vehicles for the purposes of loading and unloading supplies and all catered or concession vehicles, is not permitted except where specifically designated or as authorized by Town Staff.

SECTION 23 – INTERFERENCE WITH EMPLOYEE PERFORMANCE OF DUTY

It shall be unlawful for any person to impersonate any employee of the Town or interfere with, harass or hinder any employee in the discharge of his/her duties.

SECTION 24 – ENFORCEMENT AND PENALTY

This Policy may be enforced by Town staff or by any duly authorized law enforcement officer. Any person found in violation of this Policy shall be subject to a penalty as provided in 30-A MRSA Sec. 4452. In addition to such penalties, Town staff may issue a written order to any person violating this policy prohibiting that person from using public facilities in the Town for a period of not more than one (1) year.

SECTION 25 – HENRY PENNELL MUNICIPAL COMPLEX

This facility is intended solely for use by Town of Gray staff, committees, or during emergencies. The Henry Pennell Municipal Complex is not available as a meeting space for external organizations. People seeking meeting space are encouraged to contact the Gray Public Library.

Library.

SECTION 26 – RECREATION DEPARTMENT

Recreation staff or designee is authorized to close any public facility or portion thereof at any time for the protection of town property or the public health, safety or welfare.

A. **Village Green (this facility is not available for rental)**

1. **Hours:** The Village Green micropark located at 5 Yarmouth Road is open to all members of the public from sunrise to sunset.
2. Use of the micropark is subject to all other provisions contained in this policy.

B. **Wilkie's Beach (this facility is not available for rental)**

1. **Hours:** the beach is available for use by Town of Gray residents during the months from May to September, inclusive from 5:30 a.m. to 8:30 p.m. All other months shall be open to the public sunrise to sunset.
2. **Dogs:** from Memorial Day until Labor Day, only service dogs are allowed on the beach from 8:00 a.m. until 6:00 p.m. At all times, dog owners must also observe the provisions contained in Section 7 herein.
3. **Lifeguard:** there are no lifeguards on duty at the beach; persons using the beach do so at their own risk.
4. During the beach season there are attendants on duty to enforce the rules of the beach. Proof of residence is checked at the entrance to the beach.
5. Use of the beach is subject to all other provisions contained in this policy.

C. **Newbegin Gymnasium**

1. If the staff is on duty and there are no sponsored programs or events scheduled, the facility is open to the public for use, subject to the other terms and conditions for public facilities contained herein.

2. Rental of this facility is permitted via the Recreation Facility Use Application. Maximum capacity in the gymnasium is 414.
3. Bottled water/sport drinks are permitted in the gymnasium; however, food is not permitted unless otherwise approved by Recreation Administrative Staff.
4. Entrances and exits must not be blocked by any of the activities conducted by the user or their entity.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities or unless there is permission granted from Recreation Administrative Staff, no animals are permitted in the building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and motion alarm set and door securely locked (if applicable).
8. Property of the applicant or his/her agents, employees, guests or invitees will not be stored in or at any public facility without prior approval. The Town accepts no liability for loss or damage to items being stored.

D. Newbegin Recreation Room

1. The Recreation Room in the basement of Newbegin Gymnasium can be rented as long as recreation staff can be scheduled to supervise.
2. Food and beverage will only be allowed on the tile floor area and will be strictly enforced.

E. Pennell Park (this facility is not available for rental)

1. This facility is open from sunrise to sunset for public use daily unless closed due to conditions beyond our control.
2. This park is specifically designed for leisure use and foot traffic only. Use of bikes, electric bikes, strollers, wheelchairs and powered wheelchairs are permitted. Recreational, motorized vehicles (i.e. ATV's/dirt bikes) are prohibited.
3. Picnic tables are handicapped accessible.
4. Please respect the natural surroundings.

F. Ice Skating Rink at Pennell (use is weather permitting)

1. This facility is available for private rentals.
2. This facility is open from sunrise to sunset daily for public use unless closed due to conditions beyond our control or ice repair/maintenance.
3. Designated Stick and Puck times are listed on the Gray Recreation website and the Town of Gray website for your convenience.
4. All other time is reserved for recreational skating only.
5. Facility Rules:
 - a. *Skate at your own risk*
 - b. *Be Safe:*
 - (i) Skate in a safe and controlled manner with others in mind
 - (ii) Up to 2 people may skate together
 - (iii) Boards must remain clear of people, clothing and skates
 - c. *Be Responsible:*
 - (i) Ice Skating area will be kept clear of any debris, food or beverages
 - (ii) Ice will be kept free of holes, chipping and gouges
 - d. *Be Respectful:*
 - (i) This is a pet, smoke and alcohol-free facility
 - (ii) Use appropriate language and behavior
 - (iii) Please pick up your belongings and trash

G. Beach Volleyball Courts

1. Open sunrise to sunset seasonally for public use unless closed for maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Nighttime use (with lights) is permitted only with a valid Recreation Application.
4. Pets are not permitted on the sand surface at any time.

H. Pennell Snack Shack

1. Rental of this facility is permitted via the Recreation Facility Use Application for non-profit local organizations per the discretion of Recreation Administrative Staff.
2. Persons under 16 years of age are allowed in the snack shack with an authorized adult only.
3. Available for rental from sunrise to sunset only.
4. Entrances and exits must not be blocked at any time.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities, no animals are permitted in this building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and door securely locked (if applicable).

I. Douglas Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining of infield.

J. Pennell Softball Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining on infield.

K. Newbegin Multi-Use Area

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Use of bikes and recreational, motorized equipment are prohibited.

L. Newbegin T-ball Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining on infield.

M. Outdoor Basketball Court

1. Open daily from sunrise to sunset for public use unless closed due to maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.

3. Use of bikes, scooters, skateboards, roller skates, roller blades and recreational, motorized equipment are prohibited.
4. Hanging from rims, nets or supports is strictly prohibited.
5. Spitting on the court is strictly prohibited.
6. Glass containers in the court are not allowed.
7. No paint, chalk, tape or other adhesive material shall be placed on the court surface without prior approval.

N. Libby Hill Trails

1. Trails are open 24 hours a day, 7 days a week.
2. Animals:
 - a. Horses are restricted to ATV/Snowmobile Trails, Moose Odyssey, and Deer Run. Horses may only go on these trails between June 1st and November 1st. Horses may not go on trails if conditions are wet or if there is a risk of rutting or eroding of trails. Horse owners should make efforts to remove horse manure from trails in a reasonable period of time to prevent excess accumulation of horse waste.
 - b. Pets must be leashed and under complete control of owners at all times. Pets are not allowed to chase trail users, wildlife, or damage plants. Owners who fail to comply will be asked to remove their pet from Libby Hill.
3. Fees:
 - a. All trails are free to use, however, donations at the parking area help keep these trails pristine.
 - b. The [Gray Community Endowment \(GCE\)](#) is a 501C organization dedicated to promoting the future of Gray. This organization owns over 50% of the land used by Libby Hill Trails.
 - c. Events must be coordinated with SAD15, Town of Gray, and GCE. Please contact the Gray Recreation Department or the [Friends of Libby Hill](#) if you are interested in an event.
4. Trails:
 - a. Once trails are groomed for skiing in winter, only skiers may use the wide trails. Hikers, snowshoers, and walkers may use the Harold Libby, Outback, and Lynx trails in winter. The snowmobile trails and Old Libby Hill road may also be used without skis.
 - b. Motorized vehicles must remain on designated trails and Old Libby Hill Rd. No motorized vehicles allowed on any Libby Hill Forest Trail.

SECTION 27 – GRAY PUBLIC LIBRARY

- A. The Multipurpose Rooms of the Gray Public Library are intended to provide public gathering spaces for nonprofit civic, cultural, educational, intellectual or charitable organizations when the rooms are not being used for Library or town-related activities. Under certain conditions, applications from other groups may be accepted, subject to approval by the Director of the Gray Public Library. The rooms are not intended for purely social gatherings, such as birthday parties, wedding showers, banquets, etc.
- B. While the Library encourages the free interchange of information and ideas, permission to use the Multipurpose Rooms does not constitute or imply neither the Library’s co-sponsorship of the event nor its endorsement of any groups, policies, beliefs or programs. Advertisements or promotion materials for the proposed meeting must not carry any such implication.
- C. The Large Multipurpose Room can accept groups of up to thirty (30); the Small Multipurpose Room holds up to fifteen (15). Reservations must specify which room will be used, and attendance may not exceed these capacities.
- D. The Director of the Gray Public Library is the final authority for approvals of applications for use of the rooms.

- E. The Director of the Gray Public Library, or her or his designee, is the final authority for approvals of applications for use of the rooms.
- F. Availability/Reservations
 1. The Multipurpose Rooms are available from 8:00 a.m. until 10:00 p.m., seven (7) days a week. They may be reserved up to sixty (60) days in advance; reservations are on a first-come, first-served basis. In no case may any organization reserve a room more than sixty (60) days in advance. Application forms are available at the Front Desk. A completed application must be received least seven (7) days prior to the event. Applications will be dropped off at the Library in person or submitted via email, and the applicant will receive a copy of the meeting room rules.
 2. When booking time, groups should include time needed for set up and clean up.
 3. Because Library and Town activities have priority, an organization will not have more than four (4) meetings booked within a 60-day period. The Library reserves the right to cancel a room reservation up to two (2) weeks in advance of the date requested.
- G. Fees
Refer to the Town of Gray Fee Schedule.
- H. No admission charge, requests for donation or sale of merchandise or services is permitted without the written approval of the Director.
- I. There shall be no charge for library-related, Town of Gray, or Gray/New Gloucester school meetings or events.
- J. Bookings that occur outside of regular library hours will require a key for access. A member of the booking organization who will be attending the meeting must sign for a key. A refundable deposit of \$25 will be received upon transfer of the key; the deposit will be refunded in full once the key is returned. The key will be available 24 hours in advance of the time booked.
- K. Multipurpose Room Rules
 1. Attendees are expected to understand and observe the Library Behavior Policy, which is available at the Front Desk.
 2. Event sponsors are responsible for arranging special setups, and for returning the room to its original status at the conclusion of the event.
 3. The Library does not provide storage space for program materials used by the group. Such materials must be brought to the Library at the time of the meeting and removed at the conclusion of the program.
 4. Young children must be accompanied and supervised by adults 18 years of age and older.
 5. Light refreshments may be served to attendees, provided that all evidence of their use has been removed at the conclusion of the event. Food must be provided by the sponsors of the meeting.

SECTION 28 – PUBLIC SAFETY BUILDING

- A. The Gray Fire Rescue meeting room at 125 Shaker Road is used primarily for Fire and Rescue activities.
- B. Any public events and meetings held in the meeting room are to be held Tuesday through Friday from 6 p.m. to 9 p.m. only. Mondays and weekend public meetings or events shall not be scheduled.
- C. All requests for public meeting are to be reviewed by the Chief two (2) weeks prior to the date to be held and must be approved by the Chief of Department.
- D. Any scheduled meetings and events may not use the kitchen facilities.

Gray Fire Rescue shall take precedence over all prior scheduled meetings and events, and public events may be cancelled without notice in the event of emergency calls and events.

APPENDIX A LIST OF PUBLIC FACILITIES

- A. Recreation Department
 - 1. Wilkes Beach
 - 2. Newbegin Center
 - a. Newbegin Gymnasium
 - b. Recreation Room
 - 3. Parks & Fields
 - a. Beach Volleyball Courts
 - b. Ball Field at Monument Square
 - c. Libby Hill Trails
 - d. Newbegin Multi-Use Area
 - e. Newbegin Softball Field
 - f. Outdoor Basketball Courts
 - g. Pennell Park
 - h. Pennell Snack Shack
 - i. Pennell Softball Field
 - j. PEP Up Patriot Health Ice Skating Rink at Pennell
- B. Gray Public Library
- C. Public Safety

