

Town of Townshend

Town Common Use Policy

All formal use of the Townshend Town Common, by any individual, group, party or organization, will be subject to approval by the Townshend Select Board or its designee(s).

The request for approval to use the Town Common will be stated on an application form delivered at least 30 days in advance of the planned event to the Town Clerk's Office.

All requests shall be accompanied by an Insurance Liability Certificate indemnifying the Town of Townshend.

The organizer shall name and have available an event manager to address any issues that may arise. Failure to have a person present and in charge of the event may result in suspension or termination of the privilege to use the Town Common.

A \$100 fee, payable to The Town of Townshend, will be required of any individual, group, party or organization using the Town Common. That fee is to help offset the taxpayer expenses of maintaining the features and grounds of the Town Common. **Events which require structures to remain standing upon the Common for more than two days will be charged an additional \$25 per day for the Common's use.**

At the discretion of the Select Board or its designee(s), a Security Deposit may be a required before approval of the planned event. Following the event, the Security Deposit will be refunded unless damages are incurred during the event.

Motorized vehicles are prohibited from driving upon the Town Common. **Emergency vehicles which are providing for the health and safety of event attendees are permitted to park upon the grassy area of the Common during the event. This would include any necessary firetrucks, ambulances, or law enforcement vehicles. No other vehicles should be parked upon the Common during the event.**

Law enforcement, traffic control and stand-by medical services shall be the responsibility of the organizer and, under circumstances which necessitate these services, shall be required

The trees on the Town Common will not be used as anchors, tie-downs or bolsters. Absolutely no nails, tacks, staples or ropes shall be used on any trees, nor will ground stakes be driven within four (4) feet of any tree trunks.

Use of the Town's available electric service on the Town Common is not permitted without prior permission.

The Town Common will be completely cleared of all trash immediately following the event. All structures, appliances and fuel tanks will be removed and the Town Common returned to original condition, within 24 hours.

DATE: _____