

REGULATIONS FOR THE RENTAL OF BEMIS HALL

It is the policy of the Select Board that Bemis Hall be available as a community resource for Lincoln-based organizations and Lincoln residents. In addition, the Board feels that wedding receptions and large catered functions are more properly held at a facility such as the Pierce House, since Bemis Hall has limited parking and kitchen accommodations. Bemis Hall is not available for rent before noon on Sundays or before 5 p.m. on weekdays. Town organizations enjoying cost-free use of Bemis are encouraged to welcome interested members of the community.

Capacity per the building code:

Upper Hall

- 2000 square feet
- Seating Maximum - 200 people, 100 - 120 will fit comfortably at tables

Map Room

- 400 square feet
- Seating Maximum 40 people, 24 will fit comfortably at tables

Equipment Available for Use: Upstairs Hall

Tables:

- Six 6-foot tables
- Five 8-foot tables

Chairs:

- approximately 150+ chairs

Renters may choose to bring in additional tables and chairs as needed. The First Parish Church across the street will rent tables and chairs for off-site use. The rental fee is waived for Lincoln-based, legal non-profit organizations. Call the church (781-259-8118) to make arrangements.

The audio-visual system includes microphones and speakers, projector, and screen. Renters should bring their own tablet or laptop to connect to the internet.

Equipment Available for Use: Map Room

Tables: Four 8-foot tables

Chairs: 20 upholstered chairs

There are a screen and projector in the Map Room. Renters should bring their own tablet or laptop to connect to the internet.

Reservation Information

- Use of Bemis Hall by individuals or organization is by reservation only. No person or organization may use the facilities of Bemis Hall until a properly completed reservation request has been filed with the Bemis Hall Coordinator.

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- Please submit a reservation request a minimum of two weeks in advance, but no more than one year in advance. Reservations should include set up and clean up time required in the hours requested. Reservations can be made online on the town website at: <http://www.lincolntown.org/Government/Departments/Facility Rentals/Bemis Hall>. Click "Request Reservation."
- All reservations are sent automatically to the Bemis Hall Coordinator and to the First Parish Church. Because events requiring more parking than is available at Bemis use the church parking, the church must approve those Bemis events. **Please do not contact the church directly. When the Coordinator receives the okay from the church, the event will be approved. Events with small numbers of people that can be accommodated by parking in front of Bemis can be approved by the Bemis Hall Coordinator.**
- All checks should be made payable to "Town of Lincoln." (Please submit the security deposit as a separate check.)
- Space will be held for 10 days pending receipt of usage fee and/or security deposit sent to Barbara Low, (16 Blueberry Lane, Lincoln 01773). If the money is not received within 10 days, the space request will be denied.
- No building key(s) will be issued from the Council on Aging and Human Services at Bemis Hall until all fees and deposits are collected, and the applicant has read and understands the Regulations for the Use of Bemis Hall and agrees to comply with said regulations.
- Reduced rates are available for on-going events that take place on 6 or more dates per calendar year such as a monthly event. Contact the Bemis Hall Coordinator to discuss such an arrangement. Payment must be made by the 15th of the month prior to the event's occurrence.
- The Director of the COA and Human Services will determine whether or not the security deposit will be returned in full or in part based on compliance with the regulations and the amount of any damage or additional clean-up required.
- PLEASE NOTE: Rental of upper Bemis Hall does not include the use of the Map Room, and it is possible this room will be occupied during the time of your rental.

General Regulations

1. Bemis Hall is not available for use before 5:00 pm on weekdays including Fridays, or before noon on Sunday. It is available all day on Saturday.
2. The Steinway piano is tuned at the expense of the town twice a year. The renter may have it tuned at their own expense but must use the town piano tuner with the prior permission of the town. The tuning must be scheduled at a time that does not conflict with Council on Aging and Human Services programming. **The piano should not be moved, as it is connected to a continuing humidifier which helps keep it in tune. Do not unplug the piano. Do not put anything on the piano.** Also, rolling the piano over the antique grates may permanently damage or destroy them.

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3. If the number of people expected is over 100, it is the responsibility of the person/group making the reservation to contact the Lincoln Police Department (781-259-8111) to determine if a police detail will be necessary.
4. **Should a church need arise (such as a memorial service) the user will be advised as soon as possible that they must make other arrangements for parking and cannot use the church parking.**
5. One may arrange a time to view the hall and pick up the key between 8:30 a.m. and 2:30 p.m. weekdays by making a prior appointment with the Council on Aging and Human Services at least three business days in advance. The phone number is 781-259-8811. **Instructions will be given at that time as to how to return the hall to proper condition and properly secure the building.**
6. Waste containers shall be used for all trash. All trash shall be bagged and placed in the dumpster at the side of the building at the conclusion of the event.
7. State law prohibits smoking in public buildings.
8. The building must be left as you found it. Other renters may be coming directly after your event and the Council on Aging and Human Services needs to begin their own daily set-up by 8 a.m. To avoid damaging the building, please:
 - Do not drag furniture across the floor.
 - Have dancers and exercisers wear only soft-soled shoes.
 - Do not put tape on the floor or walls.
 - Do not place items on top of the piano or move the piano.

Before you leave, please:

- Turn off all inside lights.
- Take all food out that you brought in with you for the event. Check the fridge.
- Secure all outside doors; if you have a problem, contact the Lincoln Police at 781-259-8113. The building should NEVER be left unlocked.
- Sweep the floor and clean up any spills.
- Put all chairs, tables, and other furniture neatly back where you found them.
- Make sure the kitchen appliances are off.
- Take down any signs you put up.
- Check to make sure you have all your belongings.
- Use only the front door. All other doors are for Emergency Use only and should not be opened.

Should the room not be left in the above-described condition, your security deposit will be retained in whole or in part.

9. All keys must be returned to the Council on Aging and Human Services at Bemis Hall on the next business day following your function.
10. Amplified sound or music must be terminated by 11:00 p.m. on Fridays, Saturdays, Sundays, holiday evenings, and holidays. On all other days, music must terminate by 10:00 p.m.

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11. Elevator pads to protect the elevator walls must be used in the elevator any time equipment is being transported in the elevator.
12. Do not use confetti in the building.
13. The reception desk is not part of a rental. Do not touch or move the equipment on the desk and do not use the desk to hold any of the items you bring to Bemis.

Alcohol Policy

- The Select Board requires a licensed and insured bartender to be present whenever alcohol is served at Bemis Hall.
- All alcoholic beverages must be poured by a TIPs certified and insured bartender.
- Bartenders must provide the following insurance coverage:
 - A minimum of \$1,000,000 General Liability
 - \$1,000,000 Liquor Liability
 - Worker's comp
- **The Town of Lincoln must be listed as an additional insured.**
- Proof of bartender licensure and insurance must be provided with the Bemis Hall application and deposit.
- No one under the age of 21 may be served or consume alcohol on the premises.

Licenses

Applicants shall be responsible for obtaining such local and state licenses as necessary for the proposed use of the building. This includes Board of Health approval for any food served at an event. Information can be found online at www.Lincolntown.org by visiting the Board of Health page. Contact the Concord Board of Health at 978-318-3275 if you have questions about your obligations regarding food served. Applications may be mailed to the Concord Board of Health, 141 Keyes Rd, Concord MA 01742 or emailed to healthdepartment@concordma.gov

Fire and Safety Regulations:

- Maximum precautions shall be taken to avoid fire hazards (fireproofing of decorations and evergreens, no candles, etc.).
- Use of the balcony is not permitted.
- Police and Fire Department regulations posted in the building must be observed.

Security deposits will be returned in full within ten days after the event providing the custodial inspection performed after each function shows:

- There has been no damage to Bemis Hall, its grounds, or its equipment.
- The keys have been returned the next business day.
- The Regulations for use of Bemis Hall have been complied with.

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THE DIRECTOR OF THE COA & HUMAN SERVICES SHALL VERIFY THE POLICIES DETAILED IN THE RULES AND REGULATIONS HAVE BEEN FOLLOWED. IF THERE ARE VIOLATIONS, THE DIRECTOR SHALL DETERMINE HOW MUCH OF THE SECURITY DEPOSIT WILL BE WITHHELD.

Liability to Persons and Property:

1. Any approved applicant agrees to assume liability for any and all personal injury or property damaged resulting, directly or indirectly, from the applicant's use of the premises. The approved applicant further agrees to hold the Town and its committee, agents, and employees harmless from any and all liability, claims, or assessments arising out of the applicant's use of the premises.
2. The Town assumes no responsibility or liability and expressly disclaims any liability or responsibility for damage to personal property belonging to the applicant, its guests, employees, or representatives in or on the premises, or for injury to person invited to the premises by the applicant or employed by the applicant for any purpose whatsoever.
3. The applicant shall agree to be responsible for and reimburse the Town for any loss or damage to the building, its contents, grounds or equipment by the applicant or its guests, employees, or representatives.

Penalties for Violations of State Laws

Criminal penalties are provided by statute (General laws, Chapter 143) for violations of state laws relating to public safety in public buildings. Exceptions to these laws may not be made.