

Monkton Town Facility Use Policy

1. Purpose

The Town of Monkton makes its Community Room, pavilions, and recreation fields available for civic, cultural, educational, social, and recreational use at a reasonable cost, while keeping them in good condition for everyone. In this policy, “the Town” means the Selectboard or its designee, and “Applicant” means the person who signs the application and is responsible for the event.

If you do not follow this policy, your reservation may be ended immediately. The Town may deny or cancel any reservation at its discretion.

2. Facilities

- **Community Room:** indoor room with tables and chairs; maximum 49 people.
- **Morse Park Pavilion:** pavilion only. The courts are not included and must be reserved separately.
- **Monkton Rec Field Pavilion:** may be reserved alone or with one or more baseball fields (note which on your application).

****Reserving a pavilion does not close the rest of the park to the public.**

3. Applying and Approval

Apply online through the Town website (preferred) or at the Town Office. The Applicant must be 21 or older, must attend the entire event, and agrees to this policy by signing. The Town will approve a request only if the space is available and no higher-priority user needs it; the guest count, parking, and restrooms are adequate for the event (the Town may require portable toilets for large outdoor events); the event will not disturb neighbors or Town business; the Applicant will provide adequate supervision; and the Applicant owes the Town nothing from a past rental.

4. Priority and Fees

When requests conflict, priority goes in this order:

1. **Municipal** (Town boards, staff, volunteers, Town business): no fees.
2. **Civic, resident** (non-profit groups serving Monkton): no rental fee unless they charge admission.
3. **Civic, non-resident** (non-profit groups serving the wider area): same as above.
4. **Private** (residents' and businesses' private events, such as weddings, showers, and parties): fee set by the Selectboard.
5. **Commercial** (profit-making uses): fee set by the Selectboard.

Non-municipal users may also be charged support fees. Current fees are listed on the application and may be changed by the Selectboard.

5. Deposits, Cancellations, and Refunds

Rental fees are due at approval. Community Room rentals require a key deposit (amount on the application). A \$250 security deposit is required for Commercial users and any event serving alcohol. Deposits are returned once the space is found clean and undamaged. Cancel 7 or more days ahead for

a full refund; with less notice, 50% of the rental fee is kept; a no-show forfeits the full fee and deposit. If the Town cancels, you get a full refund, but the Town is not responsible for your other costs (caterers, rentals, etc.).

6. Insurance

Except for Municipal users, and unless the Selectboard waives it, Applicants must provide proof of general liability insurance of at least \$1,000,000 per occurrence from a company licensed in Vermont, naming the Town of Monkton as additional insured. Many homeowner's or business policies can provide this, sometimes with a rider. The certificate holder must read:

Town of Monkton
92 Monkton Ridge Road
North Ferrisburg, VT 05473
(Mailing: P.O. Box 12, Monkton, VT 05469)

No insurance? The Vermont League of Cities and Towns offers low-cost event coverage through TULIP. Go to www.onebeaconentertainment.com, search for "Vermont League of Cities and Towns," select Monkton, and follow the steps. The Town receives proof automatically.

7. Alcohol

- Alcohol must be served by a licensed vendor carrying \$1,000,000 liquor liability insurance naming the Town and the Applicant as additional insureds. If alcohol is free (not sold), the Town may instead give written permission for the Applicant to serve it with \$1,000,000 host liquor coverage naming the Town.
- Certificates must reach the Town well before the event. The \$250 security deposit applies.
- No service to anyone under 21 or intoxicated; check ID. The Applicant is responsible for guests' drinking, and the Town may require a licensed bartender.

8. Rules for All Facilities

- Leave the space as you found it. If cleanup or repairs are needed, you lose your deposit and pay any cost beyond it, including damage by guests or vendors.
- Follow all laws and any conditions set by the Town; obtain and share copies of any other permits needed (liquor, signs, vendors, road closure). Provide security if required.
- Town equipment may be used only with an approved operator present.
- No illegal activity, smoking, vaping, tobacco, cannabis, or other drugs.
- No damage, alterations, or materials that could harm surfaces. Nothing that endangers anyone's health or safety.
- The Town is not responsible for personal property. The Applicant agrees to hold harmless and indemnify the Town for any claims arising from the event.

9. Community Room

Before leaving, put away tables and chairs, vacuum, remove all trash, turn off lights, close windows, lock doors, and return the key.

10. Pavilions and Ball Fields

- No open fires, fire pits, tiki torches, candles, or fireworks.
- Carry in, carry out: take all trash and recycling home, and pick up litter in the pavilion, parking area, and fields.
- No nails, staples, tacks, or tape on the pavilion; remove all decorations. No confetti or balloon releases.
- Tents, inflatables, and generators need prior approval; Inflatable vendors must provide insurance naming the Town.
- Parks close at dusk. Keep music at a level that doesn't disturb others. No glass containers. No vehicles on grass or fields. Supervise children; leash dogs and keep them off the fields.
- Ball fields: the Town may close fields for wet conditions or maintenance (reservations will be refunded or rescheduled). Do not paint, rake, or alter fields or move bases without approval.
- No refunds for weather unless the Town closes the facility. Report damage or injuries by the next business day.

11. Violations and Appeals

Anyone who breaks this policy or gives false information on an application may be barred from future use of Town facilities. Decisions by the Selectboard's designee may be appealed to the Selectboard.

Originally adopted August 23, 2021.

Revised and adopted by the Monkton Selectboard this 8th day of October, 2026.

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