



Building Services Department

Room Rental Conditions of Use

- Groups that are part of the official government of the Town of Belmont, the Commonwealth of Massachusetts and the United States will not be charged a fee.
- Municipal government meetings will have priority over all other uses of the rooms.
- Political activity is not permitted, except for those who are duly elected and recognized as Town political committees.
- Admission fees, solicitation of funds, donations or items for sale are prohibited unless given advanced permission from the Town Administrator.
- Facilities must be left in the condition in which they were found. Town staff is not available for room clean up. Nothing may be attached to the walls in any meeting rooms.
- Town Staff will be responsible for setting up and breaking down of the facilities tables and chairs. If an event requires the advanced setup of a room or an extended breakdown time the Town reserves the right to assess an additional fee. No outside tables and chairs or other substantial pieces of furniture will be permitted. Outside audio/visual equipment must be approved by the Town Administrator. Users are responsible for coordinating their intended setup needs with the Building Services Department, including receiving approval of all items to be plugged into electrical outlets.
- All users will be responsible for any necessary permits for their intended use, including, but not limited to, food service (Health Department), alcohol (Board of Selectmen), public amusement, and any outside decorations (Fire Department).
- Reservations must include setup and breakdown time.
- Damage to any of the facilities or the contents thereof must be reported promptly, and the group responsible may be held responsible and any unreasonable wear and tear.
- Staff lounges and offices may not be used for any purpose.
- Smoking is not permitted in any Town of Belmont facility.

The Belmont Fire Department has requested that persons signing the rental forms are made aware that all pyrotechnics and flaming devices are prohibited in public buildings and that their signature on this notice will make them personally liable for violations of this notice.