



TOWN OF MENDON

MENDON TOWN OFFICE BUILDING USE POLICY

Purpose

Mendon has a Town Office Building available for use by residents and members of the public. This facility is available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations. In allowing the use of this facility, the Municipality will not discriminate against users of the facilities based on the users' particular viewpoint(s).

It is the obligation of the Municipality to ensure that its facility is maintained in good condition and their use and maintenance do not impose an undue financial cost on the Municipality's residents. This policy is intended to help ensure that: the Municipality's facility will be well maintained and accommodating and will provide a safe environment; and the Municipality will be fair and consistent with all parties wishing to use its facility.

Facilities to Which This Policy Applies

This policy shall apply to the following facilities in the Municipality, which shall be available for rental during the following listed hours, at the following listed user rates, and with maximum occupancy as listed:

Facility	Available Hours	User Fee	Maximum Occupancy
Mendon Town Office Building	8am - 9pm	\$25.00	25 people

By written request, the Selectboard may waive part or all of the user fee for events that are not-for-profit and that serve a legitimate public and community good.

Priority of Use

The Municipality will make this facility available on a first-come, first-served basis for municipal bodies, committees, commissions, or sub-committees, community-related non-profit groups, for-profit groups with the recommendation of the Town Clerk and the approval of the Selectboard, and political caucus meetings to rent during times when the facilities are not being used for Municipality programs or events sponsored by the Municipality and when they are not being used by Municipality staff, boards, commissions, or committees.

Facility Use

Any individual, group, or organization wishing to use municipal facilities shall notify Jesse Bridge, Town Clerk & Treasurer at 802-775-1662 or clerk@mendonvt.gov of the date and time on which they wish to use such facility. No use of a facility shall be permitted until a written



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Mendon Town Office Building Use Agreement is executed by the Municipality, the applicable user fee has been paid to the Municipality, and proof of insurance has been provided to the Municipality as required by the applicable Mendon Town Office Building Use Agreement.

If the event or meeting takes place at other than regular business hours, the chair or leader of the group will sign up for a code to the office ahead of time with the Town Clerk. The code will be deleted at a time agreed upon by the chair or leader and the Town Clerk. The only space available for public use is the conference room. The group using the building will bring its own supplies. The use of town equipment and supplies is prohibited unless prior approval is obtained. If food or beverages are to be served, it is the responsibility of the group using the building to bring all supplies, to remove all trash or waste, and to leave the building clean. Removal of town furniture or equipment is always prohibited.

All public meetings or gatherings will be conducted with law enforcement present at the cost of the group requesting use of the building.

Alcohol, Tobacco, and Drugs

The sale, possession, consumption, and use of alcohol, tobacco, marijuana, and illegal drugs are forbidden on municipal property.

Obligations of Users

Use of the municipal facility must not disrupt the provision of municipal services. Nor shall use of a facility create a nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities. Users must return the facility in a neat, orderly, and clean condition after their use. Users will be responsible for, and liable to, the Municipality for all repairs to the facility required as a result of damage caused by Users.

Effective Date

This Policy shall become effective upon adoption by the Selectboard, and the fees may be amended from time to time as deemed appropriate by the Selectboard.


Adopted this 8 day of September, 2025



Megan Smith



Seth Bridge



Sarah Buxton