

## Lyme Center Academy Building Management and Use Policy

### 1. Introduction:

The Lyme Center Academy building was built in 1839. For all but seven years, up until 1994, it remained in service as a school and social center for Lyme Center. Through a public-private partnership, extensive renovations and restorations of the facility commenced in 1997 and were completed in 2002. The purpose of this work was to convert the structure into a historical museum and modern community building while maintaining its historic character.

### 2. Space Designation:

The north end of the renovated ground floor contains the Community Care of Lyme sitting room/meeting room and office areas. The southern end consists of the main lobby, restroom and public meeting room. The second floor is taken up by the "Academy Hall" with its small stage. The rated capacity of the ground floor meeting room is 15 people and the Town's limited capacity for the Academy Hall 80.

As a part of the renovation, a small addition was added to the north end of the building. This provides a small lobby, restroom, and an elevator to provide handicapped access to the second floor.

### 3. Building Management:

Under the general supervision and direction of the Select Board, a Town Buildings Maintenance Committee shall be responsible for advising of the maintenance and up-keep of the facility.

Scheduling the use of the ground floor meeting room and Academy Hall shall be coordinated through the Select Board's Office. A deposit and/or use fee will be required to ensure individuals and organizations using these facilities reimburse the Town for costs incurred as a result of their activities.

### 4. General Use Policies:

- a. The ground floor meeting room and Academy Hall are available for use by Lyme residents and not-for-profit organizations. Organizations not based in Lyme must have a Lyme resident sponsor in order to use the facilities.
- b. Do not use tacks, nails or tape (which may damage the walls or wood work). Please do not move the pew benches around (they scratch the floor).
- c. There are tables and chairs that can be used if you need them.
- d. This is a pack-in and pack-out facility. You need to remove your own trash and debris after the event.
- e. The Board would like to make sure that you are aware that mud season use is conditional. At times there may be the need to partially close and/or totally close the parking lot for use depending on the condition of the ground. The Board may also at times may find it necessary to totally close the building. If

you have rented the location for a block of time, we will be sure to add time at the end of your schedule to make up for the time you missed because of this weather-related closing. The required deposits can and will be used for any damages done to the parking lot and/or the building. Matt Thebodo, our maintenance worker, will be checking the building and parking lot and restricting access as necessary.

f. There is onsite parking for 20 vehicles. For groups anticipating more than 20 cars, parking arrangements must be made through the Lyme Police Department.

5. Functions resulting in significant personal financial gain are not permitted. However, individuals, organizations and/or groups may charge a modest fee for participation in their activities if they provide the Town with proof of insurance. The Town is to be named on the certificate of insurance. (Comprehensive General Liability Insurance: the renter shall have comprehensive general liability basis in an amount no less than \$2,000,000, combined single limit personal injury and property damage for each occurrence) and, where applicable, certification or similar documentation that the renter/user is fully qualified to conduct the proposed activity. All activities at the Academy Building must be open to all Lyme residents. "Free will" contributions or donations to non-profit organizations and/or individuals sponsoring activities (e.g. cost of refreshments, band for a square dance, etc.) to cover the costs of the activity are not considered "fees".
6. In the spirit of encouraging good health, organizations that have the credentials and insurance as listed in section (5) above, and that are deemed to fit in the category of "good health activities", such as yoga, tai chi and pilates, with special permission from the Select Board, may rent the hall for a minimum of 5 times, and a maximum of 8 times, at a set rate of \$35.00 per 3-hour block.
7. Non-profit organizations based in Lyme may hold fund raisers with the prior approval of the Select Board. They must have insurance coverage as listed in section (5) above.
8. The following fees will be charged for use of the facilities by individuals and groups not officially sponsored by the Town of Lyme or the Lyme School District:
  - a. Academy Hall:

One time use:	Deposit \$100.00	Fee of \$100.00 for a 4-hour block of time
Ongoing events:	Deposit \$100.00	Fee of \$50.00 for the first use and \$35.00 for each subsequent use for an on-going activity, up to a total of 8 times (such as exercise classes); and
  - b. Meeting Room: Deposit \$50.00 Fee of \$50.00

**Please make the deposit check out separately from the fee payment.** The deposit checks will be held until the event is over or for 6 months, whichever comes first.

The deposit will be returned if there are no damages and the Academy Building (or its grounds,) the building and grounds have been satisfactorily cleaned up and all trash has been removed, as required by paragraph "10" below.

The Select Board may waive all or part of the above fees if it determines that such a waiver is in the public interest.

9. The *Use of the Academy Building Request for Permit* application must be submitted to the Office of the Select Board at least 15 days prior to the event or the start of each session that falls under the letter “e” above.
10. Individuals and/or organizations using the facilities are responsible for any damages and removal of all trash and personal items after their use of the facilities. The Town will be responsible for the final cleaning of the area.
11. Please remember to return the thermostat to 50 degrees.
12. The Academy building is a smoke free facility, and smoking is not permitted in the building at any time.
13. The serving or possession of alcoholic beverages is not permitted in the facility or on its grounds.
  - a. The Lyme Center Academy grounds include the mowed grass area only. The field is NOT to be used by individuals renting this facility.

---

Judith Lee Shelnutt Brotman

---

Benjamin Kilham

---

David Kahn

Cc: Chief O’Keefe  
Maintenance Supervisor  
Department File