

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 these 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 an exhibit space, storeroom and office for use by the Lyme Historians, Inc. (These spaces are used as a museum of Lyme artifacts, from both the Historian's and Town's collections.) The southern end consists of the 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 of the Academy Hall 150.

As a part of the renovation, a small addition was put on 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 Board of Selectmen, a Town Buildings Maintenance Committee shall be responsible for advising of the maintenance and up keep of the facility.

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

4. General Use Policies:

- a. The ground floor meeting room and Academy Hall shall be 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. Use of the Academy Hall or any other part of the facilities is prohibited during "mud season" due to the use of the lawn for parking. ("Mud season" is defined for this purpose as any time the roads in Lyme are posted with seasonal weight limits. Generally during the months of March and April)
- c. As a general rule groups anticipating 70 cars or more during the summer and fall months: and groups anticipating 35 or more cars during the snow covered months must make parking arrangements with the Lyme Police Department.

- d. In general, functions resulting in significant personal financial gain will not be permitted. However, individuals, organizations and/or groups may charge a fee for participation in their activities if they provide the Town with proof of insurance and, where applicable, certification or similar documentation that they are fully qualified to conduct the proposed activity. All such 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”.
- e. In the spirit of encouraging good health organizations that have the above credentials and insurance listed in section (d), and that are deemed to fit in the category of “good health activities”. i.e. yoga, pilates, etc. These groups, with special permission from the Selectmen may rent the hall for a minimum of 5 times, but no more than 8 at a set rate of \$25.00 per 3 hour block.
- f. Non-profit organizations based in Lyme may hold fund raisers with the prior approval of the Board of Selectmen.
- g. The following fees shall be charged for use of the facilities by individuals and groups not officially sponsored by the Town of Lyme or Lyme School District:

- i. Academy Hall:

One time use:	Deposit \$100.00	Fee of \$50.00 for a 4 hours block
Ongoing events:	Deposit \$100.00	Fee \$50.00 for the first use and \$25.00 for each subsequent use for an ongoing activity, up to a total of 8. (e.g. exercise classes), and

- ii. Meeting Room: Deposit \$ 25.00 Fee \$ 25.00.

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

The deposit will be returned if there are no damages and the Academy Building (and its grounds) has been cleaned up and all trash removed as required by paragraph h below.

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

The *Request for Use of the Academy Building* application must be submitted to the Office of the Board of Selectmen at least 14 days prior to the event or the start of each session that falls under the letter “e” above.

- h. Individuals and/or organizations using the facilities shall be responsible for any damages and clean up, including removal of all trash and personal items after their use of the facilities.
- i. Please remember to return the thermostat to 50 degrees.
- j. The Academy building is a smoke free facility, and no smoking shall be permitted in the building at any time.
- k. The serving or possession of alcoholic beverages shall not be permitted in the facilities or on its grounds.

- l. The Lyme Center Academy grounds include the mowed grass area only. The field is NOT to be used by individuals renting this facility.
- m. Advance approval must be obtained by the Board of Selectmen for any fundraising activities.
- n. Approval for ongoing use, other than regularly scheduled meetings of Town Boards and Committees, shall be limited to eight (8) weeks.

If referred to Selectmen or police:

Fundraiser _____
parking _____ other _____

(Date)

(Signature)

Police Department Action (if required):

Approved: _____ disapproved: _____

Remarks: _____

(Date)

(Signature)

Board of Selectmen Action (if required):

Approved: _____ disapproved: _____

Remarks: _____

(Date)

(Selectboard member)

(Selectboard member)

(Selectboard member)

Distribution of completed form:

- Don Elder
- Applicant
- Police Department
- File