

TOWN OF ROXBURY, VERMONT
RVS and Town Hall FACILITY USE POLICY
(approved 8/12/2026 by the RVS Committee)

The Town of Roxbury has a number of facilities and grounds that are available for use by Roxbury residents and members of the public (see the Town Facility Use Policy). It is the intent of the RVS Committee to have the former RVS building, Town Hall and grounds used as frequently as possible by members of the community, but it is our obligation to ensure that the property is maintained in good condition and their use and maintenance do not impose an undue financial cost to the Town's residents.

This policy is intended to help ensure that the RVS and Town Hall facilities and grounds will be well maintained, enjoyable and accommodating in a safe environment. The RVS Committee will be fair and consistent with all parties wishing to use these facilities. Except for community use and official Town business, all individuals and entities must be authorized by the Committee and enter into a rental agreement.

1. **FACILITY TO WHICH THIS POLICY APPLIES:** This policy shall apply to the Town Hall, individual rooms in the former RVS building and the adjacent grounds. Other town facility uses are under the authority of the Selectboard and the general Facility Use Policy, found on the town website:
<https://roxburyvt.gov/wp-content/uploads/2019/04/facility-use-policy-adopted-09062016.pdf>
2. **Community Use Guide for the Town Hall, Kitchen and classroom or office spaces in the former RVS building:**

Roxbury community groups shall be authorized by the RVS Committee to use the above spaces for community events with no rental charge and no requirements for per-event insurance provided they meet the following conditions:

 - i. Membership in the group or organization consists predominantly of Roxbury Residents.
 - ii. The event is free of charge and is open to the public.
 - iii. The event does not include any commercial for-profit activity.
 - iv. No alcoholic beverages are served.
 - v. All other conditions of facility use are adhered to.
3. **Community Use Guide for the Garden and Outdoor areas:**
 - i. **Playground TBD**
 - ii. **Community Gardens TBD**

4. PRIORITY OF USE. The RVS Committee will make these facilities available on a first come, first served basis to private individuals, groups and organizations for short term rentals during times when the facilities are not being utilized for public community programs or by Town staff, board, commissions and committees, or Town sponsored events.
5. HOURS OF USE. The facilities are available for use during the following hours:
6:00am to 11:00P.M.
 - i.
6. RESTRICTIONS. The following uses are restricted at the facilities:
Possession of alcohol. Users will not serve or bring alcohol into the Facility nor permit guests to serve or bring alcohol into the Facility or premises, unless Insurance coverage specified by the Town is secured. (see [Town Rental Agreement](#) for terms)
7. OCCUPANCY. Occupancy of the facilities will be limited as follows:
Facility Maximum Occupancy: 81 sitting / 100 standing
8. SMOKING.
Smoking is prohibited at all Town facilities.
 - i.
9. OBLIGATIONS OF USERS. Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.
10. FACILITY RENTAL AGREEMENT. Social service ~~and community service~~ groups, individuals, businesses, and non-profit groups wishing to use the facilities shall be required to execute a [Facility Rental Agreement](#) for each event. This includes a security deposit and carrying your own insurance policy.