



Town of Lancaster

Town Green and Gazebo Policies and Procedures

2019

Purpose

The purpose of these regulations is to help assure public safety and good order in the use of the Town Green and Gazebo as public resources of the Town. At the same time, the regulations are intended to confirm the Town's commitment to the public in permitting use of these resources.

General Usage Policy

The Town Green is a public area for use by the public. As such, no individual or organization using the Town Green shall prevent anyone from entering onto the Town Green space. Likewise, an admission fee or charge shall not be required from anyone in order to enter upon the Town Green.

Individuals and organizations using the Town Green and/or Gazebo shall be responsible for any damage incurred by or as a result of their use. As well, individuals and organizations are responsible for ensuring that all refuse generated by their use is collected and disposed of properly. If the Town's Department of Public Works is needed to restore any portion of the area to its condition prior to usage, the individual or organization responsible will be billed for these services.

Individuals and organizations are responsible for obtaining all permits if necessary, including but not limited to, a permit from the Building Inspector for temporary displays or structures, or a permit from the Board of Health for the sale of foods.

Smoking of tobacco products are prohibited.

No Alcoholic beverages are allowed on Town Property without permission from the Board of Selectmen.

Activities Requiring Prior Approval

Approval from the Board of Selectmen's office is required to use the Town Green and/or Gazebo for the following activities or events:

- o Activities or events which involve 25 or more participants.
- o Activities or events which are to be publicized or advertised prior to the activity or event.

To gain approval for such activities or events individuals and organizations shall submit a request in writing to the Board of Selectman's office. The Town reserves the right to not approve any activity that it may deem inappropriate with the intended use and purpose of the Town Green and Gazebo, or which may cause harm to the inhabitants of the Town.

Reserving the Town Green and/or Gazebo

Individuals and organizations seeking to reserve part or all of the Town Green and/or Gazebo shall submit a request in writing to the Board of Selectmen's Office. Requests must be submitted at least 2 weeks prior to the requested date of use, and each request must specify the date, time and duration of the reservation, and the area to be reserved. Requests shall be honored on a "first-come, first-served" basis.

The honoring of a request to reserve part or all of the Town Green and/or Gazebo does not imply approval from the Board of Selectmen's office for the activity or event. Such approval, if necessary, must be obtained separately.

Requests to reserve part or all of the Town Green and/or the Gazebo for more than one date shall be reviewed by the Board of Selectmen's office. While the reservation for the initial date shall be honored on a "first-come, first-served" basis, reservations for the subsequent dates may not be granted if the Town deems that doing so unduly restricts the use of the Town Green and/or Gazebo by other individuals and organizations.