

**Town of Simsbury**  
**Policy on Waiver of Rental Fees for**  
**Eno Memorial Hall**

**I. Purpose**

To provide guidelines to Simsbury-based not-for-profit organizations who seek a waiver of rental fees for the use of Eno Memorial Hall, and to provide a process for repeat users to obtain a waiver of these fees without the necessity of submitting a fee waiver request to the Board of Selectmen.

**II. Description**

Eno Memorial Hall's auditorium is regularly used by local not-for-profit organizations for charitable and/or cultural events. Many of these organizations have asked the Board of Selectmen to waive Eno Memorial Hall's rental fees in the interest of increasing the charitable impact of their events or to control costs related to cultural productions. The Board of Selectmen has granted rental fee waiver requests in the past.

**III. Criteria for Consideration for Waiver of Rental Fees**

To be considered for a waiver of rental fees at Eno Memorial Hall, the applicant must be a not-for-profit organization based in Simsbury. The event must fit with the schedule of activities at Eno Memorial Hall, must be compatible with Eno Memorial Hall's designation as an historic building and must be acceptable to the staff at Eno Memorial Hall and with the Public Works Department which is responsible for care and maintenance of Eno Memorial Hall.

**IV. Application Process**

**A. Original Submission**

Organizations seeking a waiver of fees for the first time must prepare an Agenda Submission Form for submission to the Board of Selectmen explaining the nature of the organization, the nature and dates of the event and demonstrating that the organization meets the criteria for consideration for a waiver of rental fees. The Board of Selectmen will determine whether or not to waive the rental fees. A copy of the Agenda Submission Form is attached hereto. An electronic copy may be found at <http://www.simsbury-ct.gov/board-of-selectmen/files/board-of-selectmen-agenda-form-word-version>.

**B. Subsequent Submissions**

Subsequent requests for a waiver of rental fees may be submitted to Director of Public Works. Provided that the organization continues to meet the criteria set forth above, a waiver of rental fees may be administratively granted.

**V. Policy Exclusions and Conditions**

Eno Memorial Hall custodial fees are not covered by this policy and may not be waived. Nothing in this policy shall be construed to guarantee organizations the right to use Eno Memorial Hall or the right to a waiver of rental fees. This policy may be revoked by the Board of Selectmen at any time.



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**
  
2. **Date of submission:**
  
3. **Date of Board Meeting:**
  
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
  
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):  
*The Individual or Entity making the submission requests that the Board of Selectmen:*
  
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
  
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):
  
8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):  
*The following documents are included with this submission and attached hereto:*