



TOWN OF TEMPLETON
Select Board & Town Administrator's Office
160 Patriots Road ~ P.O. Box 620
EAST TEMPLETON, MASSACHUSETTS 01438
TEL: (978) 894-2755

Town Property Use & Events
Policy And Application

1.) Authority:

In accordance with M.G.L. Chapter 40, Section 3, Chapter 41, Section 23A, and the provisions of the General Bylaws, the Select Board hereby delegates to the Town Administrator the power to authorize the use of Town property for Town sponsored special events with notification to the Board of all events approved. The authority to approve the use of Town property for *non-Town sponsored events* shall remain under the authority of the Select Board. Events at certain Town facilities *may* also be subject to the jurisdiction and approval of other Town boards or officers.

2.) Purpose:

Approval is required for ALL community events on town-owned property, roads/road, parks, parking lots, open spaces, etc. and, the event including but not limited to any of the following elements: food being given or sold to the general public, alcohol tastings, sound amplification, music, tents, canopies, use of electricity and fencing. The purpose of this policy is to establish guidelines and procedures for the application process and management of events in the Town of Templeton. It outlines the operation of events on Town of Templeton property including public facilities, common open spaces, streets, and roadways. The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful event.

3.) Administration:

This policy shall be administered by the Town Administrator or such persons as he may delegate.

4.) Definitions:

Templeton Resident – Any person who resides in the Town of Templeton and its villages (Templeton, East Templeton, Baldwinville, and Otter River) and shall provide proof of such by state picture identification with said address listed or other acceptable identification as determined by the Town Administrator. **NOTE:** The Town reserves the right to require proof that resident is the Event Organizer.

Templeton Business or Organization – Any business or organization which operates and has its mailing address in Templeton and its villages. **NOTE:** The Town reserves the right to require proof that business or non-profit is located in Templeton.

Non-Resident – Any person who does not reside in the Town of Templeton and its villages (Templeton, East Templeton, Baldwinville, and Otter River) and shall provide proof of such by picture identification with said address listed.

Out of Town Business/Organization – Any business or organization which operates and has its mailing address outside of the boundaries of Templeton and its villages.

Event Organizer – The Templeton Resident or Non-Resident applying for the Permit and determined to be in charge of the event and whom will (or their designee will) be in attendance and take responsibility for the event during the entire time it is run. Event Organizer will also be the person listed on the Permit.

Non-Profit Organization – Charitable Organization, Church & Religious Organizations, Private Foundations, Social Welfare Organizations, civic leagues, social clubs, and business leagues that

have and must supply as proof of their status a Section 501(c)(3) certificate or Form ST-2 Certificate of Exemption.

5.) Policy:

The Town of Templeton may attach such terms and conditions to an event as deemed necessary to ensure public safety, protect Town property, or maintain the enjoyment of the park(s), roads, and the like for the public.

The Select Board Office will serve as the primary point of contact for processing Town Property Use Applications within the Town of Templeton. The approval process begins when Town Property Use Application including site plan as needed is submitted by the application deadline date below along with the appropriate permit fee and refundable deposit fee in two separate payments (check or money order made payable to the Town of Templeton) to the Select Board Office at 160 Patriots Rd., P.O. Box 620, East Templeton, MA 01438.

The Town shall subscribe to the following practices and procedures in implementing this policy:

a) Permit fees Schedule: TOWN PROPERTY USE PERMIT FEES:

Templeton Resident or Business/ Organization < 100 Attending	*Non-Resident or Out of Town business/ organization <100 Attending	Templeton Resident or Business/ Organization >100 Attending	*Non-Resident or Out of Town business/ organization > 100 Attending	Non-Profit Organization (holding events that will not directly benefit the Town & its residents)	Town Sponsored (To include non-profit organizations holding events specifically for the benefit of the Town and/or its residents)
\$25 per event \$100 Security Deposit	\$100 per event \$200 Security Deposit	\$50 per event \$150 Security Deposit	\$200 per event \$200 Security Deposit	\$25 per event \$100 Security Deposit	*No cost

*Non-Resident Status & Town Sponsored Status to be determined by Town Administrator or designee. We reserve the right to limit event times.

The deposit fee will be used in the event of any damage to any open spaces or facilities being utilized by the event organizer. The Town will provide rubbish barrels but will not be responsible for removing trash or other necessary clean up-that is the responsibility of the event organizer.

Security deposit for non-Town sponsored events– refundable if no damage or cleanup required.

b) Application Process & Deadlines

Application Submittal Deadlines:	For events that are <i>not</i> Town-sponsored	For events that ARE Town-sponsored
NOTE: For information on whether an event may be Town sponsored, please contact the Select Board office.	Application must be received <i>at least 30 days</i> before the date of the event.	Application must be received <i>at least 15 days</i> before the date of the event.

For *recurring events, large events or those that need road closures*, it is recommended to submit those applications sooner than the required 30 day minimum before your event. Our staff will not be held responsible if there is not adequate time for us to circulate your application to all necessary departments before being submitted for approval. Applications for non-Town

sponsored events will need to be reviewed and approved by the Select Board at their meeting. Event organizers may be notified if the event requires additional information or modification.

c) Food Booths/Food Trucks, Tent Use, Electrical Use, Portable Toilet

Any food service or vendor involved in any charitable and/or commercial function or event at which food is prepared, served, provided and/or offered to the public must comply with the Board of Health requirements. Event coordinator must contact Development Services to get permits for Food, Tent Use, and the use of generators for electricity or to check on portable toilet use/rental.

d) Alcohol Service or Tasting

It is illegal to sell, serve, or supply alcoholic beverages to any person on public property without obtaining a prior Special Liquor License. Special Liquor License *must be obtained separately* by the vendor through the Select Board's Office and application must be submitted for approval to the Select Board's Office *no less than 30 calendar days before the event*.

e) Road Closures

The requests for road closure (inclusive of any Parades) may be subject to event/site specific conditions or alternative routes at the discretion of the Police Department and ultimately approved by the Town Administrator.

Traffic signs required for a special event shall only be installed by public safety staff. Sidewalks will remain open to the public throughout the closure except for safety reasons. Emergency access plan must be provided and approved by the Town's Fire Chief. If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 calendar days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them. If additional barricades/ fencing is required, it is at the discretion of the public safety departments. The cost is to be borne by the event organizer.

f) Waste Management and Recycling

As an event organizer you are responsible for the clean-up of your event site. The Town will provide rubbish barrels upon the event organizer requesting rubbish barrels in their application. Select Board office will discuss with the DPW; however, event organizers are responsible for providing all trash bags and cleaning up of rubbish properly after the event. The event organizer is encouraged to keep recyclable items separate and behave in an environmentally friendly manner.

g) Parking Plan & Public Safety

For events that require parking in excess of the legal parking spaces available, the Event coordinator *must supply a parking plan* with their application, which will be sent by the Select Board office to the Police Department for approval. The parking plan must include handicap accessible parking spots. Police Detail Officers and C.E.R.T. Members may be required for events depending on type and size of event. C.E.R.T. Members may assist Police Detail in parking and pedestrian traffic. The Select Board office will review this need with the Police Department and the Emergency Management Director. We will notify you upon reviewing your application if C.E.R.T. is needed.

h) Fire Safety & Emergency Planning

For any type of event held outside of our Town Buildings, fire prevention measures must be included to avoid personal injuries and Property damage. If the event is to include the use of tents where people will assemble,

specific Fire Safety planning and measures may be required (See Tent Use Above under Item c). At the discretion of the Fire Chief, and depending on the size and nature of the event, the event organizer may need to supply an Emergency Plan.

i) Insurance Requirements

Every applicant shall obtain, and maintain for the entire period of the event, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

Workers Compensation	*Statutory
Automobile and Equipment	*\$1 million/\$1 million
Property Damage	*\$1 million/\$2 million
General Liability	*\$1 million/\$2 million

***The Town of Templeton reserves the right to set higher insurance limits on the event if required.**


The Town of Templeton shall be named as certificate holder. The Town of Templeton and its' officers, employees and agents shall be named as an additional insured. The name and address in the 'certificate holder' box shall be listed as follows:

Town of Templeton
P.O. Box 620, 160 Patriots Road
East Templeton, MA 01438

Effective Date

This Policy is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 8th day of Dec, 2021 by a vote 4 in favor and 0 opposed.



Michael Currie, Chairman
Town of Templeton Select Board

Adopted: 12/08/2021
Amended 3/23/2022, 11/09/22