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Trevor Lashua <tlashuahvt@gmavt.net>

Town Hall Rental and Usage

1 message

Jennifer McCuin <hinesburgrec@gmavt.net>
To: Trevor Lashua <tlashua@hinesburg.org>
Cc: Renae Marshall <rmarshall@hinesburg.org>

Tue, Nov 18, 2014 at 3:02 PM

Hello Trevor and Renae,

Since Jeanne Wilson left as Town Administrator in 2009 I have been in charge of the Town Hall Rentals. Over the past few years, I've noted an increase in requests. With added requests, there are more administrative tasks, follow up duties, and general wear and tear on the Town Hall.

In the past 2 weeks, we have experienced significant impact on staff time to clean up from weekend rentals. On Sunday 11/9, I came into the office mid-morning to do some work and found a huge mess from a retirement party in honor of two longtime bus drivers. I had to mop the floor in the entry way and the main room because there was some sticky liquid that had been spilled and tracked throughout the space. I hurried to clean up because there was another renter trying to set up for a party at 12:00 pm.

This past weekend, there was a birthday party held on Sat. 11/15 which had been arranged according to procedure and the key was found in the drop box on Monday morning. However, an unauthorized birthday took place on Sunday, 11/16. This group used electrical/duct tape in the floors to create hopscotch patterns, left their trash, cake and sticky residue was left on most of the chairs, and a lone helium balloon remains astray in the ceiling. Trevor, Renae, and myself worked to clean up the room before setting up for the Select Board meeting on Monday. Additionally on Saturday, another group used the first floor conference room. Unfortunately, they weren't as tidy as we could hope and Alex and Cheryl had to scrub all of the tables in preparation for the Planning Commission meeting.

The common theme here is that with increased usage from the rental option creates more work for staff, wear and tear on the space, furniture, and generates more waste/trash. The rentals fees are minimal, at present we do not ask for any cleaning deposit and with the popularity of social media with people posting pictures from their events, I suspect there will no decrease in demand to rent the space. The current Town Hall Rental arrangement is not sustainable.

At this time, I would respectfully request that we place a hold on all future rentals until the Select Board can review the current Town Hall Rental Policy and we can create a new one that would be more realistic to meet the growing demand on this space. At this time the board's focus is on the budget and that is why I propose a temporary solution until there is sufficient time to review and create a new policy.

If you have any questions or need any further clarification or details, please let me know.

Thanks.
Jen