

Brigham Hill Community Barn

Barn Use Policies and Information

Current as of July 18, 2010

1. Ownership

The Brigham Hill Community Barn and the farmland immediately surrounding it are owned by Crater-Ferraro Realty, LLC ("CFR") and leased to Yesod Foundation, Inc. ("YFI"), a nonprofit charitable organization which makes the barn available for a variety of charitable and educational uses.

2. Use of Facilities

Private Use - We are sorry, but the barn is not generally available for private events (weddings, private parties, etc.). It is not run as a business, but rather as a charitable and civic activity, and any such private use would quickly overwhelm the capacity of the facility to fulfill its central mission.

Primary Use - The primary mission of the Brigham Hill Community Barn is to support the farming and educational mission of Community Harvest Project, Inc., a volunteer-based farming organization that grows vegetables for the Worcester County Food Bank. This means that availability may be limited during the growing season, as the barn will be required to accommodate groups of volunteers, and cleanup from the muddy farm work imposes an additional burden to make the barn ready for non-farm events.

Subject to this limitation, the barn is made available to local (Grafton and immediate environs) nonprofit, civic and governmental groups for meetings and events. Additionally, it will occasionally be made available to regional nonprofit and governmental groups, especially those working in the areas of hunger relief, farming and land conservation. Some use for area religious groups is also supported.

Regular Meetings - To encourage broad-based use of the barn, in general, groups will not be scheduled for regular weekly or monthly meetings, with the exception of Community Harvest Project, Inc. and the Grafton Land Trust, Inc., which make their headquarters at the barn.

General Usage Policy - All usage is at the exclusive discretion of CFR and YFI, and also subject to the barn's busy schedule. Groups wishing to use the facility are advised to schedule their use several months in advance to insure availability on the desired date.

The facilities of the Brigham Hill Community Barn will not be made available to any group which discriminates or foments hatred or intolerance on the basis of race, color, sex, gender, religion, age, marital status, national origin, disability, veteran's status, sexual orientation, gender identity or any other basis prohibited by applicable federal, state or local laws, or that gives the owners the willies.

3. Fees

No usage fees are requested or will be accepted by CFR or YFI for any events. Organizations and individuals who wish to help support the work of the barn are free to make a donation to Yesod Foundation, Inc., a 501(c)(3) charitable organization, but no such donation is expected or required, and is entirely at the discretion of the donor.

4. Condition of Facilities

We will endeavor to provide the barn facilities in reasonably clean and operable condition. However, we cannot guarantee that our cleaning service will in all cases be able to maintain the facility between events, or that all equipment will be operable for each event.

If there is a particular requirement you have for audio, computer or projection facilities, kitchen facilities, or etc., please make us aware of the requirement so we can make every effort to insure its availability.

We also ask that you leave the facility in at least as good condition as the way you found it. Use of our closing checklist will help insure that the next user of the barn will find it in good condition.

5. Food Service

The barn is equipped with commercial-grade kitchen facilities, and can be used for events requiring food service. Usually this is handled by professional caterers, and you are free to bring in any caterer you wish to use for your event. If desired, we also have several local caterers we can recommend.

If you intend to have volunteers providing food service, please be aware of local Board of Health requirements for public food service, including the requirement for a permit for your event. Our kitchen is inspected annually, but you also will need to have a Food Protection Manager who has passed an accredited food safety test on duty for your event.

6. Alcohol

Alcohol may only be served on the barn premises subject to one of the following conditions:

Professional bartender – You may hire a professional bartending service (some caterers can offer this service) for your event at the barn. A certificate of insurance must be provided indicating that Crater-Ferraro Realty, LLC and Yesod Foundation, Inc. are being indemnified against liability arising from alcohol service.

Volunteer bartender or self-service – If you intend to provide your own alcohol service, your organization must provide a certificate of insurance for host alcohol liability specifically naming Crater-Ferraro Realty, LLC and Yesod Foundation, Inc. as additional named insureds for your event.

In either case, local regulatory requirements must be complied with, including the need to get a one-day alcohol permit from the Grafton Board of Selectmen if you intend to provide alcohol for sale.

7. Liability

In using the Brigham Hill Community Barn, your organization accepts all liability arising out of your event and your use of the premises, and agrees to indemnify and hold Crater-Ferraro Realty, LLC and Yesod Foundation, Inc. harmless from any liability action brought that arises out of your event or your use of the facilities.

8. Liaison and Responsibility

Each organization using the barn should establish one person as liaison, who will be the main contact for scheduling, orientation, and emergencies. If this is the first time your organization will be using the barn, we ask that you schedule an orientation visit to view the facilities and discuss particulars for your event.

The liaison is also responsible for insuring that our checkout procedure is fully complied with, and that the barn is secure at the end of the event.

9. Scheduling the Barn

To schedule an event at the barn, please first review the above information, particularly Section 2 (Use of Facilities). Then, contact Peg Ferraro at (508) 561-4882.

Brigham Hill Community Barn • Event Registration

Event Date ___/___/___ Time _____ until _____ (including set-up and clean-up)

Contact Information

Name of Organization _____

Mailing Address _____

Principal Contact Name _____ Phone _____

Email _____

Event Description

Brief description of event _____

Approximate number of people expected _____

Facilities and Equipment Needs

- | | | | |
|--------------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Great Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Audio system | <input type="checkbox"/> Video projection (DVD/VHS) |
| <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Picnic Area | <input type="checkbox"/> Internet access | <input type="checkbox"/> Podium computer |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Wireless network | <input type="checkbox"/> Barbeque grill |
| | | <input type="checkbox"/> Other _____ | |

Agreement

By signing below, we agree to:

1. Leave the facility in approximately the same condition in which we found it.
2. Complete the items on the check-out checklist to insure the facility is secured after our event.
3. Indemnify and hold the owners of the facility, Crater-Ferraro Realty, LLC, and the lessee, Yesod Foundation, Inc., harmless from any liability or attorneys fees that arise out of our use of the Brigham Hill Community Barn. We also represent and acknowledge that no fee has been paid by us for our use of the facility, and that such use is for recreational, conservation, scientific, educational, environmental, ecological, research, religious, or charitable purposes and that our use is therefore described in Mass. G.L. Ch. 21 Section 17C which protects the facility owners from liability for personal injury or damage to property of others.

Signed _____

Name _____

Title _____

Reservation Acknowledgement (Yesod Foundation, Inc. use only)

Your reservation is not assured until you receive a signed copy of this form acknowledged by YFI.

Scheduled _____

Please return this form to: Peg Ferraro, Yesod Foundation, Inc., 116 Brigham Hill Rd., North Grafton, MA 01536

Brigham Hill Community Barn • Barn Use and Close-up Checklist

We make every effort to maintain the barn as a community resource. However, this means we need your help to insure that it is well-maintained and useful to future groups using the facility.

Opening and Set-up

- The building is alarmed -- when first entering, enter only through the front entrance using the card key.
- For the comfort of your guests, set the thermostats to Occupied mode soon after arrival.
- For evening events, remember to turn on the parking lot lights using the switch inside the main door.

During Event

- The barn is a non-smoking facility. If your guests smoke outside the building, please make sure they remove any cigarette butts.
- The upstairs office is private for the use of Community Harvest Project and Grafton Land Trust. Please make sure that your attendees, especially children and teenagers, do not enter it. Your organizer may transit through the office to hang banners, etc., from the balcony.
- The balcony cannot be used for attendees due to fire safety concerns.
- If you open windows, only open those with screens installed, and do not leave the doors to the deck open. Turn off the thermostat while the windows are open.
- Provide proper supervision for groups including children and teens.

Clean-up / Close-up Checklist

- Place all trash in receptacles. Full trashbags may be placed in the dumpster outside the barn. Recyclables may be placed in the recycle bins in the kitchen after rinsing.
- Check bathrooms for trash on floors, etc.
- Remove all leftover food from premises, including any that your group placed in the refrigerator.
- Take any leftover paper goods, plastic utensils, etc., with you.
- Check for any personal belongings your guests left behind and bring them with you.
- Wash and store tables, stack chairs.
- Sweep floor of Great Hall (brooms are located in utility closet off men's room).
- Put the thermostat in Continuous Unoccupied mode (CONT UNOC).
- Check that deck doors are locked, as well as the outside door off the stairwell (one-half level down), and that all windows are closed.
- Turn off all lights, being sure to check the bathroom lights and parking lot lights.
- Check for any other occupants in the building. Sometimes people from Community Harvest Project or Grafton Land Trust will come in to work in the upstairs office or downstairs barn area.
- Set alarm and leave.
- Be sure to return the card key.

Emergency Contacts

Peg Ferraro (508) 561-4882
Ken Crater (508) 272-9696
Grafton Police 911 (from barn phone, dial 9, wait for dial tone, then dial 911).
(508) 839-2858