



37 Wheeler Road
North Grafton, MA 01536
www.community-harvest.org

**Brigham Hill Community Barn
Barn Use Policies and Information**
As of January 5, 2017

1. Ownership

The Brigham Hill Community Barn and the farmland immediately surrounding it are owned by Crater-Ferraro Realty, LLC ("CFR"), leased to Yesod Foundation, Inc. ("YFI"), and sub-leased to Community Harvest Project, Inc. ("CHP"), 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 fruits and vegetables for donation to those in need in the community. 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. Additionally, while the meeting space may be available per your reservation, the setting is an active farm, and so staff, volunteers and equipment may all be working on the property during the growing season.

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, YFI, and CHP, 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.

3. Suggested Donation for Use

In order to ensure the ongoing use and availability of the barn, effective **January 1, 2015** Community Harvest Project request that you consider a donation for use of the facility. This donation will assist CHP in covering costs such as cleaning, utilities and maintenance of the facility. Depending on your group/organization size and budget we are willing to work with you to make the space available to groups that fit the above mentioned intent for use. Please contact Wayne McAuliffe at wayne@community-harvest.org for more information.

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. Particularly from May through October users must recognize that we are an operating farm with thousands of volunteers visiting the property to engage in our mission.

If there is a particular requirement you have for audio, computer or projection facilities, kitchen facilities 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.

You should bring everything you will need to use preparing, serving, and eating food. The kitchen will have none of that available. You should take everything you have brought with you, back home with you. This includes all food, drink and paper goods: no leftovers in the refrigerator and no paper goods can be left at the barn.

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, Yesod Foundation, Inc., and Community Harvest Project, 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, Yesod Foundation, Inc., and Community Harvest Project, Inc. as additional named insureds for your event.

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

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, Yesod Foundation, Inc., and Community Harvest Project, 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. Emergency Closure

Some conditions which may arise, including loss of power, loss of public water or sewer service, etc., may create circumstances where the barn cannot safely be used for public functions. The liaison you name on the Event Registration form must be available for contact in the time leading up to your event in case we need to contact you about such a condition.

You should give some thought as to how you could notify your attendees in the event of an emergency closure. Power outages have happened in the past, so this is not academic.

10. Scheduling the Barn

To schedule an event at the barn, please first review the above information, particularly Section 2 (Use of Facilities). Then, feel free to contact us at (774)551-6544 or barn@community-harvest.org with any additional questions. Once you are ready please submit our event registration form in the barn usage section of our website <http://www.community-harvest.org>