

POLICY

1. In order to make the Glen Farm Manor House available to the greatest number of Portsmouth residents, for appropriate activities, a Committee known as the Manor House Authority will be formed.
2. Under the auspices of the Portsmouth School Committee, the Portsmouth Historical Society will be the primary organization involved in the Manor House Authority (MHA).
3. The MHA derives its authority solely from the School Committee and thus exists at the discretion of the School Committee.
4. All receipts accrued to the MHA in connection with the Glen Farm Manor House, shall be deposited with the Finance Director of the Town of Portsmouth.

ORGANIZATION

1. The Manor House Authority shall consist of not less than five (5) members of the Portsmouth Historical Society and at least one (1) member of the Portsmouth School Committee.
2. General members of the Manor House Authority shall be appointed by the President of the Portsmouth Historical Society. Such members will be appointed for an indefinite time as determined by the President of the Portsmouth Historical Society. All members appointed by the Portsmouth Historical Society must be approved by the Portsmouth School Committee.
3. The School Committee member to the Manor House Authority shall be appointed by the Chairman of the Portsmouth School Committee.
4. Officers of the Manor House Authority shall consist as a minimum, of a Chairperson, Vice-Chairperson, Treasurer and Secretary. All Manor House Authority officers shall be members of the Portsmouth Historical Society AND residents of the Town of Portsmouth, Rhode Island.

AUTHORITY AND RESPONSIBILITIES

## 1. GENERAL

- a. The Manor House Authority shall:
  - (1) be the administrative authority for the use and care of the building and associated grounds;
  - (2) formulate plans for the short and long term development of the property including, but not limited to:
    - (a) maintenance and upkeep of the building and grounds;
    - (b) furnishing of the building and landscaping of the grounds;

(continued)

## AUTHORITY AND RESPONSIBILITIES (continued)

- (c) modifications required or considered necessary to enhance the use and insure the safety of the buildings and grounds;
  - (d) allocation of space for building and grounds use;
- (3) insure that the building is occupied by a resident monitor on a permanent basis;
  - (4) establish and schedule appropriate usage of the building and grounds; Portsmouth residents shall be given priority in the scheduling and usage;
  - (5) rentals of a long term nature which would deprive Portsmouth residents of the use of the buildings or grounds for an appreciable time (any period in excess of one week) must have prior approval of the School Committee;
  - (6) insure that usage of the Glen Farm Manor House is limited to functions of a tasteful and appropriate nature.

## 2. SPECIFIC

- a. The Chairperson of the Manor House Authority shall be responsible to the Portsmouth School Committee for all operations of the Glen Farm Manor House.
- b. The Vice-Chairperson shall act with the same authority and assume the same responsibility as the Chairperson in the absence of the Chairperson.
- c. The Treasurer shall be responsible for all operational financial matters relating to the Glen Farm Manor House. The Treasurer shall keep such records and submit reports as are specified in PROCEDURES AND REPORTS section of this policy.
- d. The Secretary shall be responsible for all correspondence and reports (other than financial) required for the proper operation of the Glen Farm Manor House.

PROCEDURES AND REPORTS

- 1. The Finance Director of the Town of Portsmouth shall provide to the MHA, petty cash from the Manor House account. These petty cash funds shall not exceed \$500.00 for use by the MHA and may be replenished upon proper submittal of receipts for money expended.
- 2. Any and all expenditures, except for utilities, in excess of \$200.00, must have prior approval of the Portsmouth School Committee.

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## PROCEDURES AND REPORTS (continued)

3. The Manor House Authority Chairperson shall insure that a release form is signed and notarized before allowing any item of personality to be stored, used or displayed in the Glen Farm Manor House or associated grounds. Attachment A to this policy shall be used.
4. The Manor House Authority Chairperson shall insure that the following reports are submitted:
  - a. Quarterly Financial Status Report. This report shall be in the format of Attachment B of this policy and shall be submitted to the Portsmouth School Committee and Finance Director not later than the 10th day following the end of each fiscal quarter.
  - b. Notification to the Portsmouth School Committee of any change in membership of the Authority or rental requirements within five (5) days of such change and at least bi-annually in January and July.
  - c. The Manor House Authority Chairperson shall ensure that an annual financial report is submitted to the Portsmouth School Committee and the Town Finance Director not later than July 30 of each year.
5. The Manor House Authority Chairperson shall provide the Portsmouth School Committee with a copy of the current rental requirements and fees and shall promptly notify the Committee of any changes thereto.
6. The Manor House Authority shall ensure that all Federal, State and local government regulations are complied with for all functions held on the premises.
7. The Manor House Authority shall ensure that:
  - a. NO ROCK CONCERTS are held on the premises;
  - b. NO BEACH OR SWIMMING parties are allowed;
  - c. NO commercial or manufacturing enterprises are conducted on the premises;
  - d. NO wholesale or retail marketing on any product is permitted on the premises.