

## TOWN HALL USE POLICY

### 1. USE

- 1.1 The conference rooms in the Town Hall shall be available to all town departments, boards, committees as well as other federal, state, regional and local governmental subdivisions. These groups may use the conference rooms for uses that are appropriate for office space. These uses include meetings, seminars, conferences and other similar applications.
- 1.2 Use will not be granted for for-profit groups or organizations, religious or lobbying purposes. Use may be granted, by vote of the Town Administrator, for use by local non-profit groups or organizations *on a one-time only* if the Town Administrator deems that the use will provide a direct benefit to the Town and that the use is consistent with Section 1.1.
- 1.3 The Board of Selectmen reserves the right to allow the use of the Town Hall for purposes not inclusive in 1.1. The Board of Selectmen, by vote of the Board at a public meeting, may authorize the use of the Town Hall for any purpose deemed to be in the best interests of the Town.

### 2. RESERVATION

- 2.1 The scheduling of rooms in the Town Hall shall be the responsibility of the Town Clerk. Reservations must be made with the Town Clerk for use of conference rooms. Reservations must be made, in writing, at least forty-eight (48) hours prior to meeting. Town Government units shall fulfill this requirement by posting their meeting through the Town Clerk. The Town Clerk shall have the authority to grant priority to local governmental organizations. Non-town government organizations are required to complete a Town Hall Use Reservation Form. In the event of an emergency meeting, the Town Clerk or Town Administrator may waive the forty-eight hour reservation period.
- 2.2 The written reservation must include:
  - 2.2.1 The name of the group requesting the reservation;
  - 2.2.2 The principal contact person for the group; and
  - 2.2.3 A phone number for the principal contact.
- 2.3 The key to the Town Hall is located and available for use at the Police Station. The key must be returned to the Police Station upon completion of use of the Town Hall.

## 2. RESPONSIBILITY


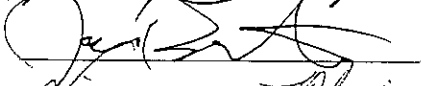
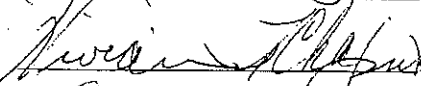
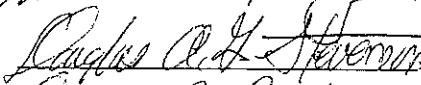
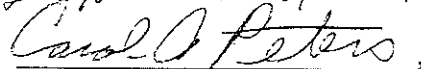
3.1 The individual responsible for coordinating the meeting shall be responsible for insuring:

- 3.1.1 That the building/meeting room is kept clean and in proper order following the conclusion of the meeting (i.e., tables and chairs returned to their proper place, lights turned off, door closed and locked, etc.);
- 3.1.2 That the building/meeting room is locked and secured; and
- 3.1.3 That the key is returned to the Police Department.

3.2 The following activities are strictly **prohibited** in the Town Hall:

- 3.2.1 Smoking
- 3.2.2 Consumption of food (unless special arrangements have been made)
- 3.2.3 Intrusion into other spaces or offices
- 3.2.4 Consumption of alcohol
- 3.2.5 Violation of any bylaw, ordinance, or law
- 3.2.6 Adhering any object on display to any surface except a bulletin board or a marker board
- 3.2.7 Tampering with temperature controls or secured windows/doors.

Board of Selectmen

 Chairman  
 Vice-Chairman  
 Member  
 Member  
 Member

Date: October 24, 2000

Original Adoption: May 26, 1998

Amended: October 24, 2000

Copy to: Town Clerk

Town Hall Use Form  
Reservation Form  
(Non-Town Governmental Organizations)

Name of Group/Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Requested for Use: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Estimated Number of Attendees at Function: \_\_\_\_\_ (To determine room assignment)

Approved by the Board of Selectmen: \_\_\_\_\_  
(Date)

Authorized Signature of Board: \_\_\_\_\_  
(Chairman/Town Administrator)

I do hereby acknowledge that I have read the Town Hall Policy and do herein agree to adhere and insure that my group or organization will observe all of the provisions of the policy.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date