

Town Office Meeting Room Policy

Users of the Town Office meeting room will agree and adhere to the following:

Town purposes always have priority. Board and committee meeting times are posted on the wall calendar in the town office. The use of public buildings beyond this is often seen as a privilege based on the fact that the citizens already pay for it. Providing space for community events is a laudable goal provided certain requirements can be met.

Official representatives of boards and committees have keys for unlocking and locking the room. These keys and knowledge of the designated alarm code are not to be shared with anyone. Lost keys are the responsibility of the assignee. Should it become necessary to change alarm codes because security procedures have been disregarded, that cost shall be borne by the party responsible.

All requests to use this room shall be submitted to the Board of Selectmen two or more weeks prior to the date of proposed use. Please consider the following in making any such request:

- A key-holding committee member or representative will be responsible for unlocking and locking the meeting room. Arranging for such service is the responsibility of the requester. No one should assume that coming in and returning during closed hours is ever a guaranteed arrangement. Please be appreciative of the goodwill of the key holders.
- Costs of electricity, heat, liability insurance, and rent are nominal in the context of short meeting and yet need to be reckoned. Groups hosting a free event are asked to consider making a \$10-25 donation for use of this space. Groups charging for an event will be required to make a similar payment based upon how long the space is utilized. That charge will be \$20 for the first hour and \$10 per hour beyond that. The selectmen can waive such payment if convinced the purpose of the meeting has community-wide applicability.
- Reasonable clean-up of the space shall include arranging chairs, disposing of trash, and sweeping the floor. Mopping of the entry area may be necessary on a particularly stormy day. Floor cleaning equipment is available in the adjoining bathroom. The directive here is clear: *Leave the room and bathroom the way you found it.*
- It is the responsibility of the User of the room to clear stairs and ramps for safe entrance and egress to their meeting. The entry will generally be clear of snow except in the midst of a storm, of course. Snow shovels are available to use if necessary.

- It is the responsibility of User to provide signage that will direct the participants to their event/ meeting so as not to interfere with office operations.
- Fire code limits attendance in this room to no more than 80 people.

The use of the Town Office's meeting room shall be determined based upon the merit of the request, need for such space, and the ability of the town to accommodate such a request. The Board of Selectmen's consideration of any such request shall not include such factors as an applicant's race, creed, color, religion, national origin, ancestry, sex, age, or disability.

Meeting Room Application

I (we) request to use the Town Office Meeting Room on (day) of (date) from (start time) to (finish time).

I have read the policy in place regarding use of this room and agree to adhere to all requirements.

Event status:

- Non-profit group with no fee being charged
- Non-profit group with small fee being charged
- Other group with no fee being charged
- Other group with no fee being charged

I expect to contribute ___ towards cost-sharing for use of this space.

To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town, including its officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including reasonable attorney and paralegal fees, which the Town and/or its officials, volunteers, employees and agents may become obligated by reason of any accident, intentional act or omission, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly, in connection with or as a result of the Event or this Agreement.

Name: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

SIGNATURE _____

PRINT NAME _____

Brought to Selectmen on Date: _____

Approval granted

Approval denied

