

# **Office of Selectmen**

**Post Office Box 139  
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## **STATEMENT OF POLICY No. 4**

### **MEETING ROOM USE – TOWN HALL**

The Moultonborough Town Hall, completed September 20, 1996, and dedicated October 18, 1996, belongs to the residents of the Town of Moultonborough. It is, therefore, theirs to use. Further, in that it is a public building, regional organizations that serve a common purpose and, in many instances, groups from neighboring communities are welcome to use the facility.

The significant investments that the Town of Moultonborough made in the building and in its furnishings dictate that certain considerations be met by those who use them. This applies equally to all users. Failure to care for and protect the building and its furnishings will result in an individual or group being denied access to the building for future uses or meetings.

The Board of Selectmen establish the following requirements to direct and govern the use and care of the Moultonborough Town Hall by users from within and outside of the Town of Moultonborough.

#### **Scheduled Use**

As previously stated, the Town Hall, and the meeting rooms therein, are public in nature and available for public use. Use of the building must be scheduled and approved at least ten (10) days in advance.

Individuals having authority to represent their group must contact the Town Administrator or Administrative Assistant with a request to use any of the meeting rooms or other facilities in the Town Hall. That request will then be brought to the Board of Selectmen at their next regularly scheduled meeting for consideration and their approval or denial.

The Town Administrator is responsible to maintain a calendar of approved meetings. A calendar that documents scheduled use of the Meeting Room (the main, 60-person meeting room) will be posted in the Selectmen's Office. The Town Administrator shall be responsible for controlling the schedule of other facilities within the Town Hall. Meetings scheduled for any room will only be posted after the Board of Selectmen approve the use.

The Town Hall, public in its nature, is available to all groups, without discrimination except in cases of prior misuse, on a first come – first serve basis. In the event that a conflict in scheduling occurs that can not be resolved by the Town Administrator or Administrative Assistant, the Board of Selectmen will resolve the conflict as they feel is appropriate.

## Rules for Use of Meeting Rooms

1. The meeting rooms in the Town Hall are designed to accommodate specific numbers of people; i.e., the Meeting Room is designed for up to sixty (60) people. Meetings will not be approved that exceed the established occupancy and/or use numbers.
2. No food is allowed in any meeting room at any time.
3. No food is allowed in the lobby area without the expressed approval of the Board of Selectmen.
4. The Kitchen Area in the Town Hall is provided to the employees for their use during meal breaks. It is not of sufficient size to accommodate even the smallest of outside groups. It shall not be used by any group other than the employees without the expressed approval of the Board of Selectmen.
5. Any group using any part of the Town Hall is responsible to protect and care for all of it during assembly for, conduct of and departure from their meeting. Reasonable accommodations will be provided by the Town to any group using Town facilities. This includes normal and reasonable janitorial service and refuse collection.
6. Any non-routine janitorial or other services required by the use of Town facilities by any group are the responsibility and liability of the using group. Groups will be held totally responsible, including financially, for whatever extraordinary services required to correct the condition or conditions in which Town facilities are left after use. Request for use and use of Town facilities, witnessed by signature of a group representative below, constitutes agreement to this provision.
7. Events will be scheduled for mutually acceptable dates and blocks of time. The group is accountable for the orderly conduct of its meeting, to include beginning and ending the meeting on time.
8. Town employees will attempt to accommodate requests for special room arrangement, use of Town audio-visual equipment and other items, etc. However, Town resources, including staff time, are finite. Commitments of this nature will be made only by the Town Administrator, Administrative Assistant or Board of Selectmen. Appeals of these decisions may only be made to the Board of Selectmen, whose rulings and decisions are final.
9. Any violation of the conditions herein established, or compromise of any other mutually accepted condition of use, may serve as a permanent bar to future use of Town facilities by the group or individual accepting responsibility for the group. Other individuals within the group may be held personally responsible for their actions. The Board of Selectmen and Town of Moultonborough reserve the right

to pursue all avenues of civil and criminal redress for the actions and conduct of individuals using Town facilities.

10. The Town of Moultonborough, its elected and appointed officials, accept no liability or responsibility for actions, claims or injuries originating in or from uses of Town Hall facilities under this policy that are beyond Town control.

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Date Adopted:  
November 1, 1996

Tina C. Borrin, Chairman  
Ernest E. Davis, Jr.  
Douglas W. Murphy, Sr.

BOARD OF SELECTMEN

This Policy received review, revision and update on September 21, 2006.

Karel A. Crawford, Chairman  
Edward J. Charest  
Ernest E. Davis, Jr.  
James F. Gray  
Joel R. Mudgett  
BOARD OF SELECTMEN