
Town Hall Room Usage Policy

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Town of Old Saybrook

Adopted by Board of Selectman: October 26, 2012

PURPOSE: This policy establishes the criteria for groups outside of Town affiliated agencies and organizations to use meeting space in Town Hall. The Acton Public Library has its own room usage policy and facility rentals under The Parks and Recreation Department are not subject to this policy. The policy also outlines the process for members of the public to follow for the use of rooms as well as administrative procedures for Town officials and staff.

ADMINISTRATIVE OVERSIGHT: Responsibility for administrating the policy as well as maintaining the schedule for the conference rooms shall be with the Selectman's Office.

Priority for using these rooms goes to official Town functions such as, but not limited to, elections, Town Meetings, Town sponsored events, board/commission meetings, and union meetings. The Selectman's Office will ensure that the schedules for regular board and commission meetings for the coming year will be set during early December of the year before and entered into a master calendar for Town Hall. Any special board or commission meetings, union meetings or other town sponsored meetings or events must be cleared through the Selectman's office to avoid scheduling conflicts.

USE OF ROOMS BY PUBLIC/NON-PROFIT GROUPS: The rooms are also available to the public and non-profit groups per request and availability. These applicants must understand that emergency Town business takes precedence and can result in the cancellation or postponement of their scheduled event.

The rooms are not available for for-profit business events or political groups (exclusive of Town Committees or state, federal or local elected officials). The First Selectman shall also have the authority and sole discretion to deny use of the room to groups whose mission or purpose is deemed to be offensive or against the best interest of the residents of the Town.

The charge for janitorial fees is \$100, subject to change without warning. A janitorial fee will not be charged to outside groups if the meetings happen when a janitor is already scheduled to be in the building, such as during the work day. Payment for janitorial services is expected to be made a minimum of 24 hours in advance of the event. Cancellations should be made as soon as possible. Janitorial fees will be refunded for cancellations made with at least 48 hours' notice.

The Town reserves the right to require the hiring of off duty police or other security if deemed necessary with the cost to be covered by the outside group.

Non-Town sponsored events will not be advertised by the Town in any way, including posting on the public notice board in the front entry way.

Maintaining the condition of rooms during events is the responsibility of the applicant. Rooms are expected to be clean and in the same condition as prior to the event. No nailing is permitted, or taping on painted surfaces. Moving of furniture other than incidental moving of chairs is prohibited. Event participants will keep to the room assigned and any public hallways/entry ways and will refrain from noise that will disturb other business in Town Hall. Groups that do not comply will be refused future scheduling.

APPLICATION PROCESS: The applicant fills out a Room Request Application form (available online or in person from Selectman's Office) and submits it to the Selectman's Office. The application will then be forwarded to the First Selectman (or a designee if not available) for approval or denial. The applicant will be apprised as soon as feasible in either case.

Applications are incomplete and will not be accepted for scheduling unless proper contact information is provided, including: room being requested, date and times, number of people expected (must not exceed limits), special needs listed (number of tables and chairs, and their placement), and the application is signed. At time of application, organizations will supply proof of insurance covering a minimum of \$1,000,000 for personal injury, unless waived by the First Selectman. People who want to purchase insurance coverage for this purpose can do so online at www.ebi-ins.com/tulip.

