

USE OF TOWN OWNED BUILDINGS

12-83

1. Municipal space is available to Town groups, organizations and non profits on a first come first serve basis, with the exception of Town Departments/Boards/Committees who have priority for use of a Town Building. The Town cannot guarantee use of a building on a weekly recurring basis. Room reservations are required, and must be made with the Town Clerk's office.
2. The Buildings which are available under this policy are Legion Hall, Town Hall, Lost Lake Fire Station. For use of the senior center please contact the Council on Aging.
3. Building access codes will be issued by the Town Clerk, and will be changed periodically. Building access codes should not be given out by recipients to anyone else. If keys are issued, they will be signed out by the Town Clerk and must be returned within 24 hours of the event. There will be a \$25 charge for any lost key.
4. Police coverage may be required, and if necessary, will be at the expense of the user.
5. Space/Room capacity is limited by Massachusetts Fire Regulations. Smoking is not allowed in any Town building.
6. The serving of food must be approved in advance and must be confined to designated areas.
7. The user is responsible for cleaning up all areas and leaving the facility in essentially the same condition it was found in. The user is responsible for removing their own trash from the facility.
8. Upon leaving the building all doors must be locked, alarm set, windows closed, reset heat and locked and lights turned off.
9. Any materials left inside of the building are at your own risk. The Town is not responsible for items stored in municipal buildings.
10. Failure to abide by these guidelines may result in denial of subsequent use.

Adopted by the Board of Selectmen: December 12, 1983
Revised: May 2, 1994
Revised: July 2011