Administrative Policy # 32

POLICY AND REGULATIONS FOR USE OF TOWN OF SEEKONK MEETING ROOMS

The Board of Selectmen of the Town of Seekonk welcomes the use of Town facilities by community groups, organizations and individuals for civic, cultural and educational activities of a nonprofit nature. The following regulations have been adopted by the Board of Selectmen pertaining to the use of Town facilities for meeting rooms.

1. Reservations for the use of a room must be made by a responsible member of the organization requesting the use of the room who will see that all regulations are followed. The Board of Selectmen reserves the right to make exceptions, review, accept, or reject any or all applications without reason given provided that such reason is not of a discriminatory nature.

2. Reservations must be made on the Town's application form and submitted to the Town Administrator's Office for approval. Priorities for booking are 1.) Seekonk Town Boards and Committees 2.) Seekonk Town Government Officials 3.) Not for Profit Citizen groups serving Seekonk 4.) Profit making organizations, for a fee.

3. The Meeting Rooms are available free of charge during regular business hours so long as the room is vacated by closing time (including the time for clean-up). The Town staff will notify the organization fifteen minutes before closing to insure this condition is met. An organization holding the meeting after Town Business hours will be responsible for payment of a supervisory closing fee of $40.00, payable to the Town of Seekonk, with the application. This fee is refundable if the meeting is canceled. No extensions can be made the night of the meeting. All Meeting Rooms must be cleared by 10:30 p.m.

4. No admission fee may be charged nor any money collected by the group, except with the permission of the Board of Selectmen.

5. All meetings must be open to the public.

6. Smoking and alcoholic beverages are prohibited in Town facilities. Light refreshments may be served.

7. Groups holding meetings must assume responsibility for any loss or damage to Town property and must leave the facility in order. Set-up of chairs and tables is the responsibility of the organization. All chairs and tables must be returned to their original set up. Groups must remove all trash from the building. The Town is not responsible for anything left in any facility.

8. Reservations must be made in advance for the use of Town audiovisual and videotaping equipment and the equipment must be operated by a qualified person.

9. All announcements concerning a meeting should include a telephone number (other than a Town facility number) to handle questions.

10. The Town will not be used as a mailing address for any non-Town affiliated group or organization.

11. The Town facilities may close in the event of inclement weather or an impending storm. Organizations planning to use a room in this event must call the Town Hall to ascertain if the specified meeting location will remain open.

NOTE: Use of a Meeting Room by any group in no way constitutes endorsement of that group's policies or activities by The Town of Seekonk.

This policy was approved and adopted by the Board of Selectmen on August 6, 1997.

WILLIAM G. KEEGAN, JR.
TOWN ADMINISTRATOR

RESERVATION FOR THE USE OF A TOWN MEETING ROOM

Date_____ Time Applied_____

Organization Name_____

Purpose of Meeting_____

Contact Person_____

Signature of Representative_____

The person signing this request form acknowledges that he/she has read the Town's rules and regulations, and assumes personal responsibility for the discipline of those in attendance at the meeting, as well as the care of the meeting room.

Address_____

_____Phone_____

Date of Program_____

Program Time: From:_____to:_____

Fee charged_____

Payment_____Staff Initials_____