

## **Dunbarton Town Hall Second Floor Use Policy**

The Town of Dunbarton welcomes the use of the second floor of the Town Hall for Dunbarton Town boards/committees and not-for-profit groups in the community. The second floor is available for library and community functions that support educational, cultural, health-related, charitable and civic purposes. The second floor is not available to commercial enterprises or organizations for the sole promotion of or the sale of goods or services for monetary gain, nor for purely private social functions at this time. Exceptions to this may be considered by the Board of Selectmen.

### **WHO MAY USE THE SECOND FLOOR**

Town Boards, and Committees have first priority in the use of the second-floor meeting space.

- The library may use the space for overflow crowds, when lectures/guest speakers, are anticipated and for other library sponsored activities, when the room is not reserved.
- During operational hours of the Library, only activities with no or low noise impact will be granted/permitted. i.e., prohibited activities would include but not limited to concerts, loud music, etc.
- Any exceptions to this limitation are to be determined by the Board of Selectmen at a Selectmen's meeting.
- Town organizations may use the space for organizational meetings and for functions. Such groups include, but are not limited to, Dunbarton Historical Awareness, Dunbarton Historical Society, American Legion, Dunbarton Church groups, Dunbarton Garden Club, Scout groups, 4-H, Fire Department, Library Book Groups, Dunbarton School Events, Community Plays, Concerts, Recitals, Dances, etc., provided, however, that no one group can monopolize the space.
- Since there may be conflicts in scheduling, cooperation from all parties will be expected. In the event of scheduling conflicts between a town board and a community group, town boards' use will take precedence.
- If an organization wishes to make a contribution to the Town as a result of its room use, the donation would be much appreciated and used to help defray utility and cleaning costs. Checks should be made out to the Town of Dunbarton with a note on the face of the check indicating Town Hall Use.

### RESERVING THE SECOND FLOOR

Applicants may sign up for usage of the second floor at the Town's Offices during regular business hours at least 7-days prior to the date of the event.

Drop-ins on short notice may be accommodated after the appropriate paper work has been filed and acknowledged at the town office during normal business hours. For events involving significant advanced planning, reservations may be made prior to 90 days with the approval of the Selectmen at one of their regularly scheduled meetings.

The town will provide the entry door key and a keypad code prior to the scheduled event. The applicant is responsible for opening and closing the building and being present at the function at all times. The building must be locked when the group leaves except during library hours. The physical key must be returned to the Town Office on the same day or the next business day.

### POLICIES REGARDING USE OF THE SECOND FLOOR

- Attendance must not exceed room occupancy of 150.
- Any individual, group, or organization using the second floor will be held responsible for willful or accidental damage to the premises caused by the group or organization, its members or those attending its program.
- All setup and cleanup (including chairs and tables) are the responsibility of the group using the space and should be accomplished within the reserved room time.
- Smoking is not permitted. Alcohol consumption is not allowed except with special permission from the Board of Selectmen.
- Groups are responsible for leaving the room in a neat and clean condition before leaving. No items may be taped, tacked, or otherwise affixed to the walls or floors.
- Prepared food and beverages may be served but it is the responsibility of the group to leave the premises neat and clean. All trash encumbered by the group should be removed by the group as in a **"carry in carry out"** policy.
- A minimum of one responsible adult over the age of eighteen must accompany a group of people under the age of seventeen.
- In advertising any event, banners and signage on the Town Common needs prior approval by the Board of Selectmen.

Adopted Date: 4/27/23

BOS Signature: 

  
