



POLICY OF THE BOARD OF SELECTMEN

Municipal Facilities/Meeting Rooms Use Policy

Purpose

In an effort to make the best use of available municipal facilities for public meetings and to avoid scheduling conflicts, the Board of Selection have established procedures and an application form for use of municipal facilities and meeting rooms. Such use, pending availability, is available to Town departments, Town committees, Town boards, Town groups and non-profit organizations.

Applicability

The policy shall apply to use of the following facilities: under the jurisdiction of the Board of Selectmen or Town Manager:

- Town Hall – Selectmen’s Meeting Room
- Town Hall – Lower Town Hall
- Police Station Training Room
- Fire Station Second Floor Training Room (not ADA accessible)
- Council on Aging/Senior Center

Requests must be made one week prior to the meeting date, and made to the person having operating control over the facility - Fire Chief for Fire Station, Police Chief for Police Station, COA Director for the COA/Senior Center, and Town Clerk’s Office for Town Hall meeting rooms. Requests will be considered on a first come, first serve basis. Please allow time for set up and clean up when determining the time you reserve.

Permission to use facilities not provided in this policy, such as Library or School, shall be made directly to those entities.

Conditions

1. Town committees and non-profit organizations may use the facilities when the facility/meeting room is not in use for Town operational purposes. Since the Town has limited facilities, first preference for use of space will be given to municipal boards/committees/commissions with regularly scheduled meetings, which may include “bumping” other organizations previously scheduled meetings/events. Town employees have priority for meeting rooms during regular operating hours.
2. Meetings must end by 10:00 p.m., Monday through Thursday, and by 4:00 p.m., on Friday with the exception of Town Hall. Town Hall meeting rooms are not available for use from 5:00 p.m., Thursday through 7:30 a.m. Monday.
3. Adults may secure the facilities for students and must remain on the premises at all times. All persons or groups under the age of 18 years must be supervised by an on-site adult who shall be responsible for those children.

4. No activity will infringe on the ability of staff or other organizations to access the facility. All groups using the facilities must limit participation to the posted maximum “allowable” persons in the room per fire and occupancy regulations.
5. No use of the staff lounge(s) or private offices is permitted for any purpose.
6. No smoking, use of alcoholic beverages, or any act that is a violation of the Uxbridge Bylaws and Charter, or State or Federal law is permitted.
7. Any group using the meeting room pursuant to this Policy shall be required to execute a release of liability for any damages incurred during the time of the use. Moreover, any such group using the meeting room shall be required to execute an agreement to guarantee and hold harmless the Town from any liability to third parties for injury caused by the group or any persons or groups attending the meeting or event. The group shall be liable to the Town for any and all damages to Town property or personal injuries caused by the group’s use whether or not such damage is the result of negligence, intentional acts, or accident. Moreover, as part of any application for use, the Board of Selectmen or designee may further (1) require a certificate of liability insurance naming the Town as additional insured, (2) that the group post a bond, or (3) that the group provide a refundable security deposit. If required, minimum certificates of insurance shall be written for statutory minimums (\$500,000/\$1,000,000).

Clean-up

It is expected that all facilities, outside entrance, and parking lot will be left in the same condition as found or the privilege of further use of the building could be denied. Town staff is not available to help with set up or clean up of the room – that is the responsibility of the group using the facility. Secure the building after the meeting, including closing and locking all doors and windows and turning out all lights. If a key or access card is provided, it must be returned within 24 hours to the person having control over the building or a replacement/reprogramming charge will apply.

Applications and Reservations

Reservations must be made in person, by mail, by telephone, or via e-mail before actual use. Prior to use, an application form must be filled out and signed by an authorized representative who is an active member of the sponsoring group, is a resident of Uxbridge or is employed in the Town of Uxbridge, and is at least 18 years old. The application will be made to the person having operating control over the building (Fire Chief for Fire Station, Police Chief for Police Station, COA Director for the COA/Senior Center, and Town Clerk for Town Hall scheduling. The application, once reviewed and approved by the person having control of the building shall be reviewed for approval and signed by the Town Manager.

The Town reserves the right to place restrictions and conditions on all functions including the evidence of liability or other appropriate insurance when needed.

I agree to the above policy and procedures including clean up and security:

Print Name and Signature of responsible agent: _____

Date: _____ Phone Number: _____