



# Town of Lee, NH

## Meeting Room Policy

### Public Safety Complex

#### PURPOSE

**In order to provide residents of Lee the use of facilities managed by the Town, while at the same time recognizing that the primary responsibility is to provide for uninterrupted municipal services, the Select Board has established the following to direct and govern the use and care of the Meeting Rooms at the Public Safety Complex.**

#### Eligibility Criteria

Town of Lee Boards, Commissions, Committees, Town Departments, Lee Public Library, and Non-profit Organizations which involve and/or benefit a significant number of Lee residents, are permitted to use the meeting rooms. Although these activities will typically be Lee-based, they may include regional or statewide groups, including State or Federal Government-related activities, which have a direct connection with municipal government. All meetings and events must be scheduled through the Selectmen's office.

No group using the room may discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, national origin or citizenship status. Meetings and programs must be free and membership to the organization must be open to the public. The rooms are not available for private functions; i.e. birthday parties, anniversary parties, baby showers or bridal showers.

Use of the rooms shall be prioritized as follows:

1. Town Boards, Committees, Commissions, Departments, and the Lee Public Library
2. State and/or Federal Government
3. Lee-based non-profit, civic organizations, ORCSD
4. Regional non-profit, civic-organizations

The Town reserves the right to "bump" scheduled groups in the event a priority user requires a meeting room. Reasonable effort will be made to provide as much notice as possible to the displaced group. **The Town Administrator and the Select Board reserve the right to revoke the use of the meeting rooms or change the room assignment at any time.**

**The Town of Lee assumes and bears no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization.** Anyone entering and exiting the Public Safety Complex should be aware that first responders and emergency vehicles may, at any time, be driving into or out of the driveway, bays, and/or parking areas. Exercise extreme caution!

**Meeting Rooms:** The Public Safety Complex has a large training/conference area on the first floor. Use of the kitchen may be permitted, but any group wanting to do so need to request this in advance, with specific information regarding the type of use (i.e. light refreshments or use of the stove.) Alcoholic beverages/smoking

are prohibited. There are two meeting rooms on the second floor, including the room that is used primarily for the Select Board; however, other uses may be permitted. The occupancy limit for each of the rooms is as follows:

First Floor Meeting Room – max. capacity is 186 standing or 86 with seating

2<sup>nd</sup> floor Board Room – max. capacity is 127 standing or 59 with seating

2<sup>nd</sup> floor Bunk Room - 10-12 seated

All attendees **MUST** be aware of all labeled parking areas and **MUST** obey all traffic patterns as marked. Entry (and exit) into the building should be via the front entrance only for safety reasons.

**Reservation Responsibilities:** An individual authorized to represent a group or organization shall contact the Selectmen’s Office to schedule the use of a meeting room. If a key is needed to access the Public Safety Complex, the contact person from the group or organization shall also be responsible to make arrangements to pick up and sign for the building key from the Town Secretary no more than 24 hours in advance, unless the function is on a Sunday. The key shall be returned to the Town Secretary within 24 hours of the end of the function unless it is on a Friday or Saturday (in which case the key should be placed in the Selectmen’s Drop Box at Town Hall no later than Monday morning.) A meeting or event may be cancelled or abbreviated depending on emergency calls, weather, and other circumstances. **The Town is not responsible for any cost or inconvenience incurred by the cancellation.**

#### **Rules and Regulations:**

1. The meeting rooms are available on a first-come, first-serve basis, within the priority uses described above. There will be no charge for regular use of the meeting rooms for groups directly affiliated with the Town of Lee. The Town reserves the right to charge fees for meetings that extend beyond regular hours or for extraordinary use of the rooms that would place an extra burden on Town staff. No meeting may be scheduled on a Town Holiday.
2. Application for first-time use of a meeting room must be done in writing at least 30-days in advance of the first requested date of use on the form provided. The person who is authorized to represent the group or organization shall be responsible for signing the application form. First-time users must receive approval from the Select Board before scheduling a meeting room.
  - a. Town Boards, Committees, Commissions, Departments, and the Lee Public Library are not required to submit an application or receive approval from the Select Board in order to use a meeting room. However, meetings still need to be scheduled through the Selectmen’s Office.
  - b. First time users are required to tour the facility to understand the emergency vehicle traffic pattern prior to the event. Contact the Fire Department to schedule a tour @ 659-5411.
  - c. Permission for use of a meeting room is not transferable to any other individual or group.
  - d. All groups or organizations using the meeting rooms on an on-going basis must re-apply annually after April 1<sup>st</sup>.

3. An overhead projector and screen are available in the first floor meeting room and the second floor Board Room; however, groups must provide a laptop. Any damage done to the equipment shall be the financial responsibility of the user and shall be reported to the Selectmen's Office at the start of the following business day. Equipment malfunctions should also be reported. No other Town-owned equipment may be used, including telephones, photocopiers, faxes, computers, etc.
4. Use of Town meeting rooms does not constitute endorsement by the Town of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or approval by the Town may be made unless written permission has been previously granted by the Board of Selectmen. Any advertisement concerning events or meetings other than those by a Board, Committee, Commission, or Department of the Town or the Lee Public Library shall bear the following notice: "This activity is solely the responsibility of (name of the organization here) and not sponsored or endorsed or approved by the Town of Lee."
5. A group may not advertise, sell or solicit products, services or memberships in the meeting room. An exception may be made for fundraising activities of the Town, a recognized Friends group, or the Fire and/or Police Association, or for the sale of materials related to a program sponsored by the Town, a recognized Friends group, or the Fire and/or Police Association
6. Groups using the meeting room may not charge fees; nor may a collection be taken for the meeting or activity. Voluntary donations toward refreshments may be solicited through the use of a labeled container on the refreshment table. Groups that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be approached or solicited for money at the meeting.
7. Smoking and alcoholic beverages are prohibited in all Town facilities.
8. Use of Town meeting rooms should not interfere with the use of other portions of the Town facilities by Town employees or Town officials. Therefore, each group or organization shall be responsible for maintaining order and discipline and the group shall designate an adult who is in charge of maintaining order who shall remain present for the duration of the event. Any and all activities of the group using the Public Safety Complex shall be restricted to the assigned meeting room. Rough housing and running inside of the building and in and around parking areas is strictly forbidden. The Town does not assume liability for injuries or damage to personal property, which occur as a result of actions of the sponsors or participants.
  - a. Groups using the rooms are responsible for the following: setting up the room for the event, proper supervision, costs arising from any damage or loss to the room(s) during use, and for the cleanliness of the facilities at the close of the meeting to the satisfaction of the Town. It is the group's responsibility to take their garbage with them. Groups are expected to leave the room in the same condition it was in before the activity began. Failure to do so shall result in cleaning fees, charges for damages and/or the cancellation of any further room privileges.
  - b. Nothing should be attached to any walls, doors or other surfaces.
  - c. Any minors in attendance must be supervised by an adult who is at least 21 years of age. All minors should be escorted into and out of the building by an adult utilizing the Main Entrance.

- d. All doors and windows must be securely locked and all lights turned off before the group vacates the building. **This includes the front door. Thermostat settings should be returned to their original settings.**
  - e. The person in charge of the meeting or event is the individual who signed the application. This person is fully responsible for ensuring that all rules, regulations and laws are followed by all persons in attendance. This person is financially responsible for damages that occur, proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility. Application for use, and use of the facility, constitutes agreement to this provision.
9. There may be other meetings and events in the building at the same time and all groups are to be respectful of other groups in the building, especially with respect to noise levels.
10. Except as indicated below, the Town of Lee shall not provide insurance coverage to any outside groups or organizations meeting in the Public Safety Complex. Each group or organization shall provide a valid Certificate of Insurance with the Town named as an additional insured prior to using the room, with policy limits of a minimum of \$1,000,000 per occurrence.
  - a. If an organization's use of the facility is determined to be "an extended governmental use" by the Town's insurance provider, the Select Board may waive the requirement that the organization provide its own insurance coverage. Such groups are generally those that have been established by State Statute and in which the Town has elected to participate, such as the Lamprey Regional Cooperative; Lamprey River Advisory Committee; Southeast Watershed Alliance, etc.
  - b. The Town Administrator will confirm with the Town's insurance provider and report to the Select Board prior to the organization's first use of the facility.
11. The Town and its employees are not responsible for any items left in the facility. A "Lost & Found" box is located outside the first floor meeting room as a convenience. It is preferred that items not be turned in to the Police Department, as they may be required to be held as evidence, and therefore not eligible to be released to its rightful owner for a period of days. However, items found that are of significant value should be given to the Police Department.
12. The Town Administrator or Select Board may deny use of a room for any reason, even if the group or organization had prior use of the room(s). Groups denied the use of a meeting room by the Town Administrator may appeal the decision to the Select Board in writing within ten days from the date of denial. The Board will provide a written decision within thirty (30) days of the receipt of the written appeal and the decision of the Board will be final.
  - a. A group or organization that is denied on appeal may be eligible to reapply for use of a meeting room in one year from the date of the Board's written decision.
  - b. Any violation of this policy, Town Ordinances, State and/or Federal law, or compromise of any other mutually accepted condition of use, including the repeated failure to utilize a reserved room without first giving at least 24 hours prior cancellation notice to the Selectmen's office, may result in a group being barred from use of the meeting rooms permanently.



**TOWN OF LEE**

**MEETING ROOM APPLICATION FORM**

Office Use Only

Date Received: \_\_\_\_\_

BOS Approved: \_\_\_\_\_

Insurance Cert: Y\_\_\_ N\_\_\_

Insurance Waived \_\_\_\_\_

Unless determined to be an extended-governmental use by the Town's insurance provider, all users agree to provide a Certificate of Insurance to the Town with an endorsement demonstrating that the Town of Lee and its officials, agents, volunteers and employees are named as an additional insured.

All advertisements, announcements, press releases, flyers, etc., relating to meetings and/or events must contain the disclaimer: "This event is not sponsored by the Town of Lee"

Date of Application: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Purpose of Event or Meeting: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Event Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of People: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Will food or beverages be served? \_\_\_\_\_ Do you require the use of the kitchen; if so, provide extent of use: \_\_\_\_\_

Please indicate on the reverse any special arrangements requested.

**IN CONSIDERATION OF PERMISSION GRANTED by the Town of Lee, County of Strafford, State of New Hampshire, to use Lee's Meeting Rooms for the purpose indicated above, I, the undersigned representative of the above group/organization and all its members, hereby and forever discharge, release, indemnify, and hold harmless the Town of Lee, its successors and assigns, agents and employees from all debts, claims, demands, damages, actions and causes of action whatsoever, which we may now have or may hereafter have, as a result of our use of the Meeting Room(s). I attest that I/we do not discriminate against any person on the basis of race, color, religion, national origin, handicap status, age, marital status, sexual orientation, or gender.**

**I have read and agree to abide by the Town of Lee Meeting Room Policy. I shall be responsible for all our participants and guests. I, the undersigned, have read this contract and understand all of its terms and I sign this release voluntarily and with full knowledge of its significance.**

Signature of Legally Responsible Person: \_\_\_\_\_

Print Name: \_\_\_\_\_

ATTACH CERTIFICATE OF INSURANCE