

Town of Lee

Criteria for Waiving Insurance Requirements for

Use of Meeting Rooms at the Public Safety Complex

The Town of Lee has established insurance and certificate of insurance requirements for the Non-Profit Organizations which are permitted to use the meeting rooms at the Public Safety Complex. Before an organization uses a meeting room, the Town must be furnished with a certificate of insurance. (See the Meeting Room Policy dated April 13, 2015 for details.)

However, the Town recognizes that for some small organizations, insurance is either not available or the insurance costs would be financially burdensome. In an effort to still provide meeting space for such organizations while at the same time protecting the Town's interests as a whole, the Select Board has established the following insurance waiver criteria, based on determining the level of risk as determined by an organization's use of the space.

Waiver Criteria:

A waiver of the Insurance Requirement may be granted by the Town, in its sole discretion, if such a waiver is requested by the applicant and the following criteria are met:

1. The general public is not invited and/or encouraged to attend, observe, and/or participate in the meeting;
2. No Food or beverages will be served;
3. Children will not be present (defined as participants or attendants under the age of 18) at the meeting; and;
4. The use of the meeting room is not for the purpose of holding an event or activity, but is strictly for the purpose of a meeting of the group or organization's members.

Any individual, group, or organization requesting this waiver should indicate this on the Meeting Room Application Form.

Groups denied the waiver 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.