

POLICY

FY 05-06: 01

To: All Department Heads

Cc: Select Board, Town Auditors

From: Sanford I. Miller, Town Manager

Re: Policy Memorandum #FY 05-06:-01- Use of meeting rooms - Municipal Complex

Date: September 12, 2005

EFFECTIVE DATE - Immediately

PURPOSE: The purpose of this Policy is to:

- ensure and protect the Municipal Facilities and Staff of the Town of Milton;
- permit, as provided for below, the use of Municipal Facilities by non-profit and organizations other than the Town of Milton; and,
- establish guidelines for the use of these Facilities and ensure these guidelines are understood by all.

GUIDELINES: These guidelines are intended to establish a reasonable basis for the use of Town of Milton Facilities.

- **First priority** for use of meeting rooms at the Municipal Complex is for Town meetings and events. These will take precedence over any other meetings or events. All rules apply to meetings and events scheduled by Town Staff. Scheduling conflicts should be worked out between the Department Heads, or if needed, the Town Manager.
- **Second** priority for use of the meeting rooms, when available, is for meetings and events for Town Departments and Staff and those of affiliated organizations. Examples of affiliated organizations include, but are not limited to, Chittenden County Metropolitan Planning Organization, Chittenden County Regional Planning Commission, Vermont League of Cities & Towns, Municipal Manager Meetings, Municipal Clerk's Meetings and the State of Vermont.
- **Third** priority for the use of the meeting rooms is for various community organizations which may have a Selectboard or Town Staff member affiliated with them, such as, Girl or Boy Scout meetings or homeowners associations.

Policy Memorandum #FY 05-06: A-01- Use of meeting rooms - Municipal Complex continued

- **For-profit and private sector organizations** will generally not be allowed to use Town meeting rooms. Exceptions, in the Town's best interest, may be approved by the Town Manager.

PROCEDURE: A form will be provided to request use of any of the Municipal Facilities.

- The Community Room will be scheduled by the Town Manager's Office.
- The Town Manager's Conference Room will be scheduled by the Town Manager's Office.
- The Lister's Conference Room will be scheduled through the Public Works Office.
- The Fire Department Training Room will be scheduled in consultation with the Fire Chief or his designee and the Town Manager's Office.
- Meetings and events must occur during regular business hours (which include the hours of the Milton Public Library), unless a Town of Milton Staff person is present.
- If a Town of Milton Staff person is present for the entire event, the meeting may occur outside of normal hours.
- Meetings and events which are scheduled for the Community Room, Lister's Conference Room or the Town Manager's Conference Room are done so with the express understanding that if the need arises by a Town Department, the Town Department will take priority. In the event of a conflict, the contact person who scheduled the meeting or event will be notified by Town Staff as soon as possible.
- Groups will request the use of a meeting room by filing the completed form with the Town Manager's Office, or the Public Works Office, Fire Department, as appropriate.
- Requests are on a first-come basis, except as noted herein.
- Failure to adhere to the rules, or if damage occurs to buildings, facilities or equipment could result in your being denied future use of the meeting rooms, facilities or equipment.

Policy Memorandum #FY 05-06: A-01- Use of meeting rooms - Municipal Complex continued

-Cancellations: the Contact person must notify the appropriate office of cancellations. Please contact Public Works at 893-6030 or the Town Managers Office at 893-6655. Failure by an outside agency to notify the appropriate Town Department(s) of a cancelled meeting or event may jeopardize future use of the meeting rooms.

The Meeting and Training Room Reservation Form with the diagram of the Community Room set-up will be attached and become part of this Policy.

Approved by the Town of Milton Selectboard 9-12-05

Daniel J. Gluck

Kenneth A. Nolan

Louis H. Moschetti

Betty B. Thompson

Filed with the Town Clerk's Office:

Attest: Loretta L. Demino Date: 9-13-05

TOWN OF MILTON, VERMONT
MEETING/TRAINING ROOM RESERVATION
REQUIREMENTS/RESPONSIBILITIES OF APPLICANT

The capacity of the meeting room shall not exceed 85 adults/youth.

Date received: _____

Room: Community Room Kitchen Lister's Conference Room- Equipment: _____

Fire Department: Training Room Conference Room (Use of lounge, offices, dispatch office, kitchen and apparatus are prohibited)

It is the responsibility of the authorized person signing this Application to read and understand the following:

- A responsible adult over 21 years of age must be present at the event/activity all times.
- When using the Fire Department facilities a person designated by the Fire Chief (or the Chief's designee) must be in attendance. The Fire Department may be used when other rooms in the Municipal Complex are not available. Groups meeting on a regular basis may not use Fire Department facilities. When approved, parking will be allowed in designated areas only.
- It is specifically understood official Town Boards, Commissions and Departments have priority over meetings and events which are not affiliated with the Town. In the event of scheduling conflicts, notification to effected groups will be attempted in a timely manner.

Rules

- When using the buildings/facilities, consideration of others is a must as it relates to noise/traffic.
- Use of the range, oven and microwave in the Kitchen requires the presence of an adult at all times. Use of these appliances is restricted to food preparation.
- Use of the Training Room at the Fire Department must be limited to meetings and classroom type activities.
- Cancellations: The appropriate Town Staff must be notified 24 hours before the meeting or event.
- Rooms shall not be sublet to any other group or person(s) nor used for any other purpose than stated hereon.
- Illegal activities of any kind are prohibited.
- Except as may be permitted during Hunter Safety, or other Town-approved coursework or events, the following are prohibited in these Town facilities: Use of alcohol, smoking, use of drugs and weapons (fire arms, knives, etc.).
- All trash and food will be removed by the user or at their expense.
- No food or beverage is permitted in the Fire Department by a non-Town affiliated group without prior approval of the Fire Chief or his/her designee.
- The room used must be thoroughly cleaned and restored to the original set up. For example, the Community Room must be set up as noted in the diagram provided with this Application.
- Equipment and Appliances used must be cleaned;
- Any damage of Town property must be reported to Staff from the scheduling department immediately.
- Windows and doors will be secured. It is expected lights, carpeting, tables, chairs and walls will be left in as good or better condition as they were in upon the user group's arrival.
- All floors should be clean of food, water and other items which could jeopardize safety.
- A failure to adhere to rules, or if damage occurs to Town property, could result in future request for use of the meeting room to be denied.
- It is expressly understood that the Town of Milton will be held harmless from/against, claims, lawsuits, actions, liability for injury or death.

TOWN OF MILTON, VERMONT
MEETING/TRAINING ROOM RESERVATION FORM
The capacity of the meeting room shall not exceed 85 adults/youth.
Application must be completely filled out, if not, it will be returned

Name of Applicant/Contact Person _____

Address: _____

E-mail address _____ Tel./Cell/Pager # _____

Event _____ Est. attendance: _____

Description of meeting/event:

Date(s)/Day(s) _____

Hours- From _____ to _____

Applicant requests the following: (Fire Department - use of audio visual equipment by outside agencies is prohibited)

_____ Equipment and materials to be stored: Period of time: _____

_____ Animals permitted: Reason _____

_____ Use of electronic equipment: Explain: _____

_____ Use of the kitchen: Explain _____

- It is expressly understood that the Town of Milton will be held harmless from/against-claims, lawsuits, actions, liability for injury, death of any person/property.
- By signing this Application, financial responsibility for any and all damages to Town facilities/equipment is hereby accepted.

Signature of responsible adult: _____ Date _____

To be filled out by the Town of Milton

Date: _____ Approved Disapproved

If approved, conditions, if any: (in addition to those noted above)

Town Manager/Agent: _____

Scheduled on calendar : _____ Initials that task has been completed _____

Community Room set up

