

## Randolph Town Hall Building Usage Policy

- 1: Purpose: The purpose of this policy is to establish guidelines and procedures for the use of the Randolph Town Hall meeting areas. It is intent of the Town of Randolph Selectboard to allow state and local governments, committees, non-profits and general organizations the usage of available public meeting areas within the Randolph Town Hall wherever feasible, provided the use present no maintenance problems, is consistent with policies and procedures, and presents no additional liability to the town or compromise security to the Town Hall.

This Policy governs the use of the meeting areas in the Town Hall occupied exclusively and managed by the Town of Randolph for individuals wishing to use the meeting areas. The meeting areas are those areas known as conference room (A) upstairs and conference room (B) downstairs.

- 2: Authority: The Randolph Selectboard authorizes the Town Manager to enforce this policy.
3. Application: This policy applies to all Township elected officials, appointed officials department heads, employees, contractors and the general public
4. Responsibility: The Town Manager and/or designee shall be responsible for implementation of this policy under the Town Manager form of government set forth in State Statute and Town of Randolph/Village of Randolph merger of 1985.

5. Definitions:

Selectboard: Elected Legislative body of the town which oversees all policies and ordinances.

Governed by State Statute: Title 24 V.S.A. § 1232, 1233 & 1239

Town Manager: Governed under State Statute: Title 24 V.S.A. § 1231–1243

Local Governmental Entities: Selectboard, Development Review Board, Citizens Advisory Board, Advisory Committees, Commissions, appointed representatives, Board of Civil Authority, Board of Abatement, Justice of the Peace, Board of Listers, Library Trustees, and Fire Districts within the Township.

Employees: Individuals or contracted services hired for the purpose of carrying out the Town of Randolph's governmental business.

Non-profit: Any group that is a 501(c)3 organization

Organization: Any for profit company or group associated to a cause that is not a non-profit.

Business Days and Hours: Monday through Friday between 8:00 a.m. and 4:30 p.m.

After Hours Use: Monday through Friday between 4:30 p.m. and 10:00 p.m. and Saturday and Sunday between 8:00 a.m. and 10:00 p.m.

Public Facility: Town Hall conference rooms A & B

Public Meetings/Hearings: Conducted under the Open Meeting Laws under Vermont State Statute Title 1 Section 310.

6. Conference Rooms to which this policy applies: This policy shall apply to the following Town Hall Conference Rooms in the Town of Randolph

- a. Conference Room A (Upstairs)

Maximum Occupancy: 29

- b. Conference Room B (Downstairs)

Maximum Occupancy: 49

7. Hours of Usage: The Randolph Town Hall is made available during business days and hours Monday through Friday, between 8:00 a.m. and 4:30 p.m., on a first come first serve basis for all entities wishing the use of our public facilities. Non-governmental use of the building maybe

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scheduled up to one month in advance to reserve one or more of the conference rooms. If a conflict in space exists the entity that received notification first will be entitled to the reserved space. Any individual or organization may request the use of the public facility without notice if the facilities are not reserved. If a public facility is occupied for any reason by any entity, they shall be entitled to continued use of the facility. If a meeting is warned for governmental business and a room was never reserved the governmental entity will have precedence of the public facility if the public facility is occupied by an impromptu meeting. A governmental entity that has forgotten to schedule a public facility cannot displace an individual or organization that has scheduled a room and has received acceptance.

8. **After Hours Use:** The Randolph Town Hall is made available to governmental boards, commissions, committees, department meetings and fire districts within the township. Certain boards and commissions have first priority on meeting space to conduct Town Business. Meetings maybe scheduled by Town departments, committees formed by the Town of Randolph or by any of its officers, agents or employees for the purpose of carrying out the town's governmental work and financial obligations or government entities using the town hall for public hearings, open meetings and for execution of government programs.
9. **Requests:** Requests shall be made to the Town Manager's Office. Requests shall include name of organization or individual, responsible person, purpose of the request with date and times and amount of attendees. Requests not expressly submitted maybe subject to rejection. The fee is \$50 for the first three hours and \$25 per hour there after. Cleaning staff schedule varies during the week nights after hours use and weekend use is available after 10:30am to accommodate the cleaning staff. The building is always open to employees after hours. If a special request is made to due to the nature of the meeting that no employees have access to the building this request must be put in writing.
10. **Limitation on Use:** Usage of the Town Hall is limited to the approved conference room (s) or space described, which all users shall be required to execute. No permission is granted to any group or individual to enter any other room, excepted rest rooms, stairwells, and entry ways which may be traversed to gain access to the conference room. No activity shall infringe on the ability of staff or another organization to access the building. All groups using the town hall must limit participation to the maximum "allowable" persons per fire regulations.

**Signs and Emblems:** Signs advertising time and place of authorized meeting will be limited no greater than an 8x 10 inches. Signs may be put in place no sooner than one (1) hour prior to the scheduled start of the meeting and must be removed at the conclusion of the meeting. No other signs, emblems, or symbols may be erected.

Any permission granted under this policy to use the Town Hall may be withdrawn by the Town Manager or designee in the event the building is closed because of inclement weather or other emergency.

**Set up:** The authorized user is responsible for setting up the meeting place, providing extra chairs in meeting room and supplying such items such as easels, bulletin boards, and other equipment. The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration and condition after the conclusion of the meeting or other use. Use of any electronic by user shall be subject to Town Manager or designee approval.

During the meeting, sitting or standing on the tables or allowing hot foods on the tables is prohibited.

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**Clean Up:** The authorized user shall be responsible for all clean up following conclusion of the meeting. All trash must be removed from the premises at the user's expense. Custodial service may be required based upon the number of persons attending the meeting and length and purpose of the meeting. The actual cost of any clean up required as a result of the user's failure to do so shall be charged to the user, and the user shall accept this responsibility.

**Alcoholic Beverages, Smoking and Weapons:** There shall be no alcoholic beverages served upon, consumed upon, or brought into the Town Hall is strictly prohibited. Smoking is prohibited in all town buildings at all times. Weapons and reproductions of weapons may only be possessed in accordance of state law.

**Equal Access:** This policy shall apply to all groups and individuals requesting to use the Town Hall during regular business hours Monday through Friday except holidays and weekends. No group or individual shall be excluded from equal access to the town hall because of considerations of race, sex, religious or political persuasion, or because of political, religious, or social aims expressed by individual or group, or by any group's members.

**Implementation Authority:** The Town Manager or designee is authorized to implement this policy, and adopt supplemental in house procedures with staff as necessary to carry out the intent of this policy and address issues as they arise.

**Fees for Use:** Organizations using the building may be required to pay for on site supervision in advance. The Town Manager may require a deposit for the use of the building and to cover the anticipated cost of supervision.

**Disclaimer:** Employees of the Town of Randolph acting as a non-town employee for an organization, group or non-profit shall be treated the same as an outside individual and all parts of the policy pertain.