

**The Town of Hardwick
Policy Regarding
Use of the Public Safety Bldg. Community Room**

The purpose of this document is to establish a fair, orderly and safe use of the Hardwick Public Safety Building's Community Room. All individuals and organizations using the Room shall abide by the regulations set forth in this policy.

Section 1. Custodial Fee/Donations:

- a) The Town Manager shall have the authority to levy a modest custodial fee on any non-profit group desiring to use the space. Any group using the space for an occasional meeting or activity will be expected to return the Room (and the kitchen area, if used) to the condition in which it was found prior to the meeting. The user will be responsible for any extra janitorial service required and any damage done to the Room or the building itself. Donations from individuals and groups using the room will be welcome to help defray the cost of maintenance and cleaning.

Section 2. Priority listing for use of the Community Room

- a) Meetings of the Senior Center (Community Room reserved on Thursdays for Senior Center)
Meetings of the Hardwick Police Department
Meetings of municipal Boards, Commissions, and Committees established by the Hardwick Select Board
Meetings of local non-profit organizations and groups

Section 3. Registration for the use of the Community Room

- a) All individuals or groups desiring to use the Community Room shall make arrangements with the Police Chief's Office;
- b) Use of the Community Room will be allocated on a first come first serve basis. The names of individuals and organizations planning to use the space will be kept on an "Events Calendar" by the Police Chief's Office;
- c) Keys shall be signed out with the Police Chief's approval and must be returned to the Office on the next business day.
- d) If the group is not a senior oriented nonprofit or a governmental entity, it will be limited to single day use and must make additional usage requests to the Police Chief's Office.

Section 4, Restrictions:

- a) Meetings or activities in the Community Room shall have an attendance of no more than 25 people at any one time;
- b) The Community Room shall not be used for a "profit-making" motive or for private entertainments and parties;
- c) No animals except assistive animals will be permitted in the Community Room.

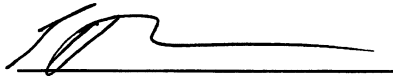
Section 5, Non-compliance:

- a) Any group not complying with this policy may be denied future use of the Community Room.

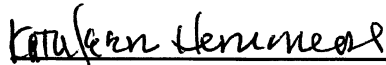
Adopted this 5th day of January, 2017.

Select Board approval:

Eric Remick, Chair



Kathleen Hemmens, Vice Chair



Shari Cornish



Elizabeth Dow



Kory Barclay

