



Use of Public Buildings

Applies to:	<i>Community use of public buildings</i>
Select Board Original Adoption:	February 2025
Amended on:	
Last Reviewed by Select Board:	

Sec. 1. Purpose: The purpose of this policy is to provide residents guidance and requirements for the community use of public buildings for non-work related purposes. This applies to all town facilities with the exception of the Edwards Public Library and William E. Norris School which have their own policies/procedures.

Sec. 2. General Information: When not being used by town employees/volunteers, designated rooms in public buildings are available to town boards, committees, auxiliary organizations, non-profit educational, civic, cultural, recreational and environmental groups.

Facilities are not available to individuals. Rooms are made available as a public service. Booking the room in no way constitutes an endorsement of the program or philosophy of the group using the facilities. A written application is required.

Smoking and vaping are prohibited on public property. Alcoholic beverages are prohibited, unless appropriate licenses have been obtained from the town. No open flames of any kind are allowed. Service animals are permitted under the guidance of their handler.

Sec. 3. Definitions: Auxiliary Group: persons associated with an existing town department or committee, to support and enhance their mission. eg: "Friends" groups.

In general, use of the facility is limited to community organizations and groups, rather than individuals.

Sec. 4. Exemptions: This policy does not apply to town-authorized departments, boards, committees and commissions.

Sec. 5. Procedures: An application for use of the building meeting room must be made at least two (2) weeks prior to use. The Town Administrator or designated staff will notify the applicant of approval within five (5) days. If the event is canceled, the Town Administrator or designated staff should be notified immediately. Failure to give notice of cancellation may result in loss of Community Meeting Room privileges. Reservations may be made up to two (2) months in advance.

- In the case of conflicting requests, priority will be given to use of the facility by Town-authorized departments, boards, committees and commissions.
- Groups meeting during non-open building hours must contact the Town Administrator or designated staff to access the key lockbox. The person signing for the group on the application will be held responsible for picking up and returning the key once the event has concluded. Failure to return the key may result in the group being denied further use of the meeting room. Loss of the key will incur replacement costs of keys and lock at their expense.



- Events must end by 9:00 p.m. If the building is closed due to inclement weather, all events and programs will be canceled.
- Chairs, tables, flipchart/easels, video and audio equipment, and use of the kitchen area are available. If music will be part of the event, it needs to be stated on the application. Groups are responsible for their room set-up. Chairs and tables must be returned to their original location. Storage space is not available. Light refreshments may be served and must be consumed in the meeting room.
- The meeting room and restroom must be left clean. All garbage and trash must be removed from premises.
- Tables must be covered when glue, paint or other materials that could mark furniture are used. Nothing may be hung on or taped to the walls without permission of the Town Administrator or designated staff.
- Children attending events must be supervised by adults. Pick-up of children must be monitored by the group hosting the event.
- Materials may not be sold at the event without permission of the Town Administrator or designated staff. Raffle events should be coordinated with the Town Clerk's office, for which a permit is required.
- Applicant is responsible for any and all damage to building, furniture, fixtures or grounds, including costs for cleanup, during their use of the building.
- If there is a clean-up required after the event, a fee for custodial services may be charged to the group by the Town Administrator, at the rate of 1.5 times the hourly wage for those employed to correct the problem.
- The Town of Southampton is not responsible for the loss of any personal belongings or any injuries sustained during meetings/events not sponsored by the Town.
- Failure to comply with these Regulations and Procedures may jeopardize the applicant's future use of the room.

Sec. 6. Enforcement: The Town Administrator or their designee are the designated enforcers of this policy.

Sec. 7. Application form for meeting room use is part of this policy.

Adopted by the Southampton Select Board:

Date: February 2025



APPLICATION - USE OF TOWN FACILITIES MEETING ROOMS

Name of Organization: _____

Mailing Address: _____

Authorized Representative: _____

Telephone #: _____ Email: _____

Date (s) of Meeting/Event: _____

Time needed (please include time needed for set-up and clean-up):

Begin: _____ End: _____

Anticipated # of Attendees: (NTE capacity set by Fire Dept.) _____

Building and Room Number or Name Requested: _____

Kitchenette Needed? Yes: _____ No: _____

Audio/Visual Equipment Needed: Yes: _____ No: _____

Brief description of meeting/program: _____

You are responsible for arranging the room to suit your needs (i.e. moving tables and chairs) and returning the room as you found it. If refreshments are served, the kitchen area and tables must be cleaned after use and garbage and trash must be properly disposed of. If there is clean-up required after the event, a fee for custodial services may be charged to the group by the Town Administrator, at the rate of 1.5 times the hourly wage for those employed to correct the problem. The Town of Southampton is not responsible for the loss of any belongings, or any injuries sustained during meetings/events.

By signing this application, I attest that I am an authorized representative of the group or organization requesting the use of one of the Town facilities meeting rooms. I have read the rules and conditions relating to such use and fully understand and agree on behalf of the group or organization to abide by these rules and conditions.

Name and Signature of authorized representative:

Date: _____

Approved: _____

Date: _____

Town Administrator