

TOWN OF HARRISON



COMMUNITY ROOM POLICY

This Community Room Policy passed by the Select Board on March 09, 2023, with changes shall supersede any previous Street Name Change Policy in place prior to this date.

COMMUNITY ROOM POLICY

The Town of Harrison Community Rooms located at the Town Office & the Fire Department are intended to serve the needs of the community when other appropriate facilities are not available. The following policy governs the use of these locations.

1 USE

- a. The meeting room at the town office is used for official town business. Official Town business includes the day-to-day functions of Town government during normal business hours when the building is open to the public; meetings of Boards; committees held at any time and which the public may or may not be entitled to attend; work by Town employees or officials outside of normal business hours.
- b. The meeting room located at the fire station is limited to municipal functions; municipal supported functions and established non-profit and for profit organizations. Any exceptions to this require Town Manager approval.

2 RULES

- a. A 48 hour notice is required to reserve the room.
- b. The proposed use of the room will not interfere with the official town business or inhibit the ability of Town employees to carry out their responsibilities.
- c. No smoking, vaping or consumption of alcohol will be allowed.
- d. The room will be returned to the setup and the condition it was found in prior to use.
- e. The party reserving the room will remove all trash when the event is done.
- f. The party reserving the room will be held liable for any damage to the property incurred during the period reserved for use. Any damage shall be immediately reported.
- g. Animals except for service animals are prohibited from the building.
- h. Capacity per Fire Marshall Rules is 43

3 FEES & APPLICATIONS

- a. If required, a refundable deposit, see Fee Schedule, is due with the application prior to reserving the room.
- b. The Town Manager has the authority to require/waive the refundable deposit.
- c. The Town reserves the right to retain all or a portion of the deposit for any damage or cleanup costs associated with the use of the facility. Any costs incurred by the Town in excess of the deposit shall be paid by the permit holder upon receipt of a bill from the Town.

4 TERMINATION OF USE

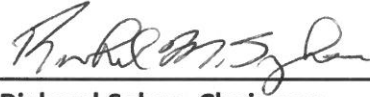
- a. The Deputy, Town Manager, or designee may order the immediate termination of the assembly, activity or event that is the subject of a permit issued hereunder if the permit holder is in violation of the terms of the permit or any State or local statute, ordinance or regulation. Upon such termination, all activities by the permit holder shall cease and all equipment, furnishings and other materials shall be removed from the facility and the facility shall be cleaned forthwith.

5 LIABILITY

- a. The Town, its officers, agents and employees shall not be liable for any injury or damage to any person or property occurring at or in connection with the assembly, activity or event, which has been permitted under the terms of these Regulations. The permit holder agrees to defend, indemnify and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, losses, damages, suits, penalties, claims and demands of every kind or nature by and on behalf of any person or entity, arising out of any injury or damage alleged to have been suffered at or in connection with the assembly, activity or event which has been permitted under the terms of these Regulations.
- b. The Town reserves the right to reject or deny any request for the use of the property.

GIVEN UNDER OUR HANDS THIS 09th DAY OF MARCH A.D. 2023


HARRISON SELECT BOARD:



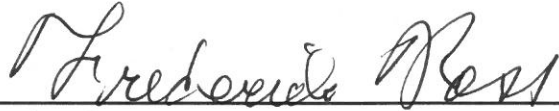
Richard Sykes, Chairman



Matthew Frank, Vice Chairman



Philip Devlin



Frederick Ross



Penny Bean

A True Copy
Attested Kristen Macdonald

Date 3/9/2023