

Town Hall Use



PURPOSE

In keeping with the long-standing tradition and practice of promoting a sense of community and serving the public good, the Carlisle Town Hall will continue to be made available primarily for Town government uses and for use by the public when the proposed activity or event does not interfere with the operations of the Town government.

APPLICABILITY

This policy applies to town staff, town boards and committees, Carlisle-based organizations, and Town residents.

POLICY

1. USE

1.1 The conference rooms in the Town Hall shall be available to all town departments, boards, committees as well as other federal, state, regional and local governmental subdivisions. These groups may use the conference rooms for uses that are appropriate for office space. Such uses include meetings, seminars, conferences and other similar applications. Limited social gatherings, such as celebrations of retirement or holiday parties, are also permitted. (Collectively all uses are referred to as “events”.)

1.2 Use may be granted, by approval of the Town Administrator, to local non-profit groups or organizations on a case-by-case basis. All use by non-Town organizations (e.g. Cub Scouts) must be sponsored by a Town official or employee who agrees to be present during the event and responsible for securing the room after the event is concluded (See Section 3.) The Town Administrator shall inform the Select Board of such decisions prior to the event, and the Select Board may override such decisions by vote of the Board at a public meeting under Section 1.4.

1.3 Use will not be granted to for-profit groups or organizations, or for religious or lobbying purposes.

1.4 The Select Board reserves the right to allow the use of the Town Hall for purposes not inclusive in 1.1 or 1.2. The Select Board, by vote of the Board at a public meeting, may authorize the use of the Town Hall for any purpose deemed to be in the best interests of the Town.

2. Reservation

2.1 The scheduling of rooms in the Town Hall shall be the responsibility of the Town Clerk or their designee. Reservations for internal groups (departmental, boards and committees) will be made on a first come-first served basis using the online form on the Town website <https://www.carlislema.gov/FormCenter/Select-Board-4/Reserve-Town-Hall-Conference-and-Meeting-58>. For Boards and Committees, the administrative support assigned to such will do this and also post the event with the Town Clerk in compliance with Open Meeting Law, including the 48-hour notice period. For outside groups, including non-Town government organizations, reservations must be made, in writing, at least 48 hours prior to the event, using the attached form, which is also on the Town website under <https://www.carlislema.gov/FormCenter/Select-Board-4/Reserve-Town-Hall-Conference-and-Meeting-59>. Regardless of time of submission, the Town Administrator shall have the authority to grant priority to local governmental organizations. In the event of an emergency meeting, the Town Administrator may waive the 48-hour reservation period.

3. Responsibility

3.1 The individual responsible for coordinating the event (Town sponsor in the case of non-government events) shall be responsible for ensuring:

- 3.1.1 That the meeting room is kept clean and in proper order following the conclusion of the event (i.e., tables and chairs returned to their proper place, lights turned off, door closed and locked, etc.);
- 3.1.2 That the building/meeting room is locked and secured; and
- 3.1.3 If food and/or non-alcoholic beverages are consumed, all food, food waste, preparation, serving and other supplies must be removed at the conclusion of the event.

3.2 The following activities are strictly prohibited in the Town Hall:

- 3.2.1 Smoking;
- 3.2.2 Intrusion into other spaces or offices;
- 3.2.3 Consumption of alcohol;
- 3.2.4 Violation of any bylaw, ordinance, or law;
- 3.2.5 Adhering any object on display to any surface except a bulletin board or a marker board; and
- 3.2.6 Tampering with temperature controls or secured windows/doors.

Original Adoption: May 26, 1998

Amended: October 24, 2000

2nd Amendment: November 2023