

**POLICY STATEMENT
BOARD OF SELECTMEN**

Title: Use of Selectmen's Meeting Room Policy Number: 3

Adoption Date: June 15, 1998 Revision Date:

Purpose: To ensure proper scheduling and use of the Selectmen's Meeting Room

Last Reviewed: February 9, 2016

Policy:

1. Use of the Selectmen's Meeting Room is booked through the Office of the Board of Selectmen/Town Manager.
2. Use of the Selectmen's Meeting Room after 5:00 PM Monday through Friday or anytime on weekends shall be restricted to Town appointed or elected multiple member bodies or to any Department Head.
3. Exceptions to the above policy are to be approved by the Town Manager or Assistant Town Manager.
4. Users are responsible for their own set-up, break-down and clean-up of all food and refreshments.
5. The Board of Selectmen will have absolute priority for use of this room and may "bump" any use previously authorized if necessary.