

## POLICIES GOVERNING USE OF THE ROCKPORT TOWN OFFICE BUILDING BY NON-GOVERNMENTAL ENTITIES AND OTHERS

In order to ensure the orderly functioning of Rockport Town government and the safety of Town employees and the general public and in order to control maintenance and other expenses associated with the Town Office Building located at 101 Main Street, Rockport, the Rockport Board of Selectmen adopt the following policies governing the use of the Town Office Building:

1. The Town Office Building may be used only for official Town business, except as provided in paragraphs 2 and 3 below. 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 Town boards, commissions, committees and sub-committees held at any time and which the public may or may not be entitled to attend; work by Town employees, Town officials and Town contractors outside of normal business hours.
2. The meeting room (Richardson Room) and the conference room in the Town Office Building may be used by Federal, State and inter-local government agencies and groups of officials for meetings and hearings, and by municipal political caucuses, as described in 21-A M.R.S.A. §§ 311, et seq., with the prior approval of the Town Manager or Executive Secretary, if the Manager is unavailable, based upon space availability.
  - a. It shall be the responsibility of said group or agency to arrange for access.
  - b. The group or agency will be responsible for any and all costs associated with any need for a town employee to be present either before, after, or during said use.
  - c. Additionally, granting permission to use either room is subject to the conditions set forth in paragraph 3.
3. The meeting room (Richardson Room) and the conference room in the Town Office Building may be used by non-profit community groups during normal business hours subject to prior approval of the Town Manager or Executive Secretary, if the Manager is unavailable, and based upon the following criteria:
  - a. The proposed use of the meeting room or the conference room will not interfere with the ability of Town employees to carry out their responsibilities.
  - b. The proposed use of the meeting room or the conference room will not conflict with use of the room for official Town business.
  - c. The proposed use is not for ongoing meetings.
  - d. No smoking or consumption of alcoholic beverages will be allowed.
  - e. The proposed use of the meeting room or the conference room will not last for more than three hours.
  - f. The community group agrees to leave the room in a clean condition.

Requests to use the meeting room or the conference room must be made to the Town Manager at least one week in advance of the proposed use.

Approved by the Board of Selectmen on April 27, 2004.