

TOWNSEND MEETING HALL POLICY

TOWNSEND, MASSACHUSETTS

TABLE OF CONTENTS

Overview	2
Regulations and Procedures	3
I. Room Use Request Procedure	3
II. Conditions for Use	3
III. Snow Days and Inclement Weather Guidelines	4
Addendum	
I. Townsend Meeting Hall Registration Form	
II. Townsend Meeting Hall Gallery Policy	

TOWNSEND MEETING HALL POLICY

Revised May 18, 2023

OVERVIEW

Nestled between the Townsend Public Library and the Townsend Senior Center, the Townsend Meeting Hall and Gallery at 12-16 Dudley Road was dedicated to the town of Townsend on October 31, 2009. A gift from the Sterilite Corporation and its employees, the Townsend Meeting Hall serves as a programming resource for the Library and Senior Center, an exhibition gallery, a place for public forums, learning and inspiration. The Townsend Meeting Hall and Gallery serves the community as a center for cultural and performing arts in a safe and welcoming environment.

The Townsend Meeting Hall is made available to non-municipal entities as a public service only during regular operating hours of the Library or Senior Center. By accepting reservations for this room, the Town of Townsend (including the Library and Senior Center) in no way endorses the program or philosophy of the group or individuals using the facilities. Facilities will be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

Library and Senior Center programs have priority in scheduling events for the Townsend Meeting Hall. Other groups or individuals may schedule use of the room on a first-come, first-served basis for meetings, educational events, and non-profit events. For recurring events, each date requested must be specified in the application.

This policy is subject to review and amendments on an annual basis, or as deemed necessary by the Board of Selectmen. Final approval of all changes rests with the Board of Selectmen.

REGULATIONS AND PROCEDURES

I. Room Use Request Procedures

- a. The Library will be the primary contact for making all room reservations. Reservations will be confirmed and placed on the calendar pending approval after receipt of a completed registration form.
- b. Cancellation of a reservation must be reported at least 24 hours in advance. Failure to cancel or to appear for a reservation may result in forfeiture of future room use privileges.
- c. For rescheduling, the sponsoring organization is responsible for contacting the Library.

II. Conditions for Use

- a. When reserving the Townsend Meeting Hall, the user should specify the number of individuals expected and cannot exceed the maximum capacity stated by law. The total room capacity is 225 conference style or 120 with tables. When the room is divided, Room A holds 150 conference style or 84 with tables; and Room B holds 75 conference style or 42 with tables. Chairs and tables are provided. The user will be responsible for returning the room to its pre-event condition.
- b. All event and post-event cleanup must be completed within the time specified on the reservation form.
- c. The kitchen is only available for manual clean-up purposes. Use of any of the equipment in the kitchen is not permitted.
- d. Users serving food and beverages are responsible for providing food and beverages and for all clean up.
- e. Smoking is prohibited in the Townsend Meeting Hall as required by state law. No open flames are permitted in the Townsend Meeting Hall, per Fire Department regulations.
- f. Users are fully responsible for the actions of the participants, both active participants and the audience, in any program on the property.
- g. Space may be refused to individuals or organizations that have previously failed to comply with stated conditions for use. This includes (but is not limited to) failure to allow staff to follow normal closing procedures, excessive noise leading to complaints by other users, inappropriate use of facility property, damage to

property (walls, floors, furniture, kitchen) or artwork on display (see attached Meeting Hall Gallery Policy,) or failure to clean up after room use.

- h. Users are prohibited from mounting anything on walls or other surfaces.
- i. Use of the Townsend Meeting Hall for the conduct of illegal activity is strictly forbidden and will result in immediate loss of privileges and potential referral to appropriate law enforcement authorities.
- j. Reservation of the Townsend Meeting Hall is not transferable.
- k. The Library and Senior Center staff reserves the right to terminate a function at any time due to inappropriate activity or behavior.

III. Snow Days and Inclement Weather Guidelines

- a. The Townsend Meeting Hall will not be open on any day in which the Board of Selectmen or other authorized designee has closed the building.
- b. In the event of inclement weather it is the applicant's responsibility to contact the Library or Senior Center with regard to closure or delayed opening.