

POLICY
USE OF MEETING ROOM
IN FIRE STATION

1. Fire Department shall have first priority use of meeting room and facilities each month.
2. Any group, including the fire department, shall indicate on a monthly calendar to be provided in the meeting room date and time their particular group would like to use the meeting room.
3. Any group utilizing the room shall immediately vacate in the event the fire alarm sounds.
4. All equipment and supplies shall be properly stored in the respective department.
5. All groups using the room shall be expected to leave the room in a clean and orderly manner for use by others. All supplies and equipment shall be returned to their proper location.
6. Janitor services shall be provided on a periodic basis by the building janitor.
7. Any group with grievances or complaints about the use of this room shall present them in writing to the Town Manager within 5 days of the situation giving rise to the grievance or complaint. The Town Manager shall respond to the complaint in writing within 14 days of the receipt of complaint and shall be the final authority on all complaints.