

TOWN OF VASSALBORO
TOWN OFFICE MEETING ROOM USE POLICY

Town Office Meeting Room
682 Main Street
Vassalboro, Maine 04989

SECTION 1: PURPOSE

The Town Office Meeting Room is maintained primarily for the conduct of municipal government business and public meetings. When available, the facility may also be used by public agencies and community organizations for civic, educational, cultural, or informational purposes that benefit the residents of the Town of Vassalboro.

Use of the meeting room is a privilege, not a right, and all users are expected to conduct themselves in a respectful and orderly manner consistent with the public nature of the facility.

SECTION 2: PRIORITY OF USE

Use of the Town Office Meeting Room shall be prioritized in the following order:

Municipal Government Functions

Meetings and activities conducted by the Selectboard, Planning Board, Appeals Board, Budget Committee, municipal departments, and other official Town committees or boards.

Governmental and Public Agencies

Meetings or functions conducted by regional, county, state, or quasi-municipal agencies serving the Town of Vassalboro.

Nonprofit and Community Organizations

Civic, educational, cultural, charitable, or community organizations whose activities primarily benefit Vassalboro residents.

Approval of outside use shall not constitute Town endorsement of the organization, event, or viewpoints expressed.

SECTION 3: APPLICATION AND SCHEDULING

Approval Required

All non-municipal use of the meeting room must receive prior approval from the Town Manager or designee.

Application Deadline

Requests for use should be submitted no fewer than fourteen (14) calendar days prior to the requested date to allow adequate time for review and scheduling.

Scheduling Conflicts

Municipal business shall take precedence over all other scheduled uses. The Town reserves the right to cancel or reschedule approved uses when necessary for official municipal purposes or emergencies.

Remote Access and Technology Use

Organizations requesting use of Town-owned audiovisual equipment, livestreaming capability, recording systems, or sound systems must coordinate such requests during the application process. Availability of equipment and technical support is not guaranteed.

Fees and Deposits

The Town reserves the right to establish fees, deposits, or reimbursement requirements for certain uses or for after-hours access.

SECTION 4: PUBLIC DECORUM AND CONDUCT

All persons using the Town Office Meeting Room shall conduct themselves in a respectful and orderly manner.

The following conduct is prohibited:

Personal attacks or harassment directed toward any individual;

Abusive, threatening, defamatory, or obscene language;

Disorderly conduct or disruptive behavior that interferes with the intended use of the meeting;

Conduct that threatens the safety, security, or orderly operation of the facility.

Failure to comply with these standards may result in removal from the premises, termination of the event, denial of future use requests, or referral to law enforcement when appropriate.

SECTION 5: GENERAL RULES AND FACILITY USE

Prohibited Activities

Smoking, vaping, use of tobacco products, possession or consumption of alcoholic beverages, and illegal drug use are prohibited within the building and on Town property.

Compliance with Laws

Users shall comply with all applicable federal, state, and local laws, ordinances, regulations, and Town policies.

Hours of Use

Use of the meeting room should generally occur during regular Town Office business hours unless otherwise approved by the Town Manager or designee.

Room Capacity and Safety

Occupancy limits established by applicable fire and safety codes shall not be exceeded. Exits and accessways must remain unobstructed at all times.

Care of Facility

Groups are responsible for maintaining the facility in a clean and orderly condition and shall restore the room to its original configuration upon completion of use, including:

- Wiping down tables and chairs;
- Returning furniture and equipment to designated locations;
- Removing all trash and recycling generated by the event;
- Turning off lights and Town-owned equipment before departure.

Damage to Property

Users shall be financially responsible for any damage to Town property occurring during their use of the facility beyond ordinary wear and tear.

Decorations and Food Service

Decorations, signage, or temporary fixtures may not be attached to walls, ceilings, furniture, or equipment in any manner that may cause damage. Food and beverages may be permitted only with prior approval.

SECTION 6: LIABILITY AND INSURANCE

The Town of Vassalboro assumes no responsibility or liability for injuries, accidents, theft, loss, or damage to personal property arising from use of the meeting room by outside groups or organizations.

Organizations using the facility may be required, at the discretion of the Town Manager, to provide proof of liability insurance, including a certificate of insurance through GatherGuard or a comparable provider naming the Town of Vassalboro as an additional insured.

The Town reserves the right to deny or revoke use privileges when deemed necessary to protect public property, public safety, or the interests of the Town.

Given unto our hands this 28th day of May, 2026.

Rick Denico Jr., Chair of the Selectboard

Christopher French, Selectperson

Daniel Bradstreet, Selectperson

TOWN OFFICE MEETING ROOM USE APPLICATION

Town of Vassalboro, Maine

Date of Request: _____

Requested Event Date: _____

Requested Time: _____ to _____

Organization/Group Name: _____

Primary Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Purpose of Event/Meeting: _____

Technology or Equipment Requested:

Livestreaming / Recording Support

Sound System

Projector / Display Screen

Other: _____

Will food or beverages be served?

Yes

No

Expected Attendance: _____

I certify that I have read and understand the Town of Vassalboro Town Office Meeting Room Use Policy and agree to comply with all rules, regulations, and conditions governing use of the facility. I further accept responsibility for any damages resulting from use of the facility by my organization or attendees.

Applicant Signature: _____

Date: _____

TOWN USE ONLY

Approved

Denied

Conditions or Notes: _____

Approved By: _____

Title: _____

Date: _____