## Town Garage Meeting Room Usage Policy

	LERK'S OFFICE, GF		,
	for record Feb	26	2018
at_9_	_o'clock_3o	_minutes <u>A -</u>	

This policy is put into effect to alert people to the Town Garage Meeting Room Usage.

and recorded in Bookmase Page

The Town Garage Meeting Room is to be used at your own risk.

Anyone who requests use of the Town Garage Meeting Room must be associated with Town Government.

There is to be no alcohol or tobacco usage in or on town property & buildings.

The Meeting Room and bathroom must be left as they were found.

Please ask Town Clerk or Town Administrator before rearranging furniture/cabinets and return furniture/cabinets to original arrangement before leaving.

Please remove your trash and vacuum the room when you leave.

The thermostat must be turned down to 65 degrees, windows closed and the lights turned off upon exiting.

The office and garage bays are off limits.

Do Not Block Fire Escape.

Do Not Block Garage Doors.

Lockup building when you leave.

Please contact the Town Administrator prior to your meeting with the time, date and projected number of meetings at 802-843-2552.

[Add here what to do in case of alarm - CO or Septic - or, if alarms are sent directly to the alarm company, explain the alarms to the users. Or erect a sign in the room with info such as occupancy maximum and info on potential alarms.]

Approved by the Select Board at their meeting on Feb 19, 2018

Joe Pollio

Stan Mack

Al Sands

Cynthia Gibbs

Ron Pilette

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## Town Garage Meeting Room Usage Sign in Sheet

PARTICIPATE OF TO STATE OF THE STANCE

Acceptant, in the part of the

Event title:	Date of use:		
	Date of use: to		
By signing the Town Hall Usage Form it is and understood.	understood that the Town Hall Usage Policy has been read		
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