

Mayor and Commissioners of the Town of North East

POLICIES AND REGULATIONS FOR USE OF THE TOWN HALL MEETING ROOM IN THE TOWN HALL 106 SOUTH MAIN STREET, NORTH EAST, MARYLAND 21901

AS PART OF THEIR SERVICE TO THE COMMUNITY, THE MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST ("TOWN") WILL PROVIDE THE TOWN HALL MEETING ROOM FOR COMMUNITY GROUPS, AGENCIES AND ORGANIZATIONS AND FOR ACTIVITIES SPONSORED BY THE TOWN OF NORTH EAST. ANY MEETING HELD IN THE TOWN OF NORTH EAST'S TOWN HALL MUST BE FOR PURPOSES CONSIDERED BY THE TOWN ADMINISTRATOR TO BE CONSISTENT WITH THE GENERAL OBJECTIVES AND GOALS OF THE TOWN. THESE INCLUDE THE COMMUNICATION OF IDEAS, PROMOTION OF AN ENLIGHTENED CITIZENRY, ENRICHMENT OF PERSONAL LIFE AND THE GENERAL SUPPORT OF EDUCATIONAL, CULTURAL AND CIVIC ACTIVITIES OF THE COMMUNITY.

- THE FACT THAT A GROUP IS PERMITTED TO MEET DOES NOT CONSTITUTE AN ENDORSEMENT BY THE TOWN OF THE GROUP'S BELIEFS, POLICIES, OR PROGRAMS. THE GROUP MAY NOT ISSUE PUBLICITY INDICATING THE TOWN'S SPONSORSHIP AND THE TOWN RESERVES THE RIGHT TO POST DISCLAIMERS IN THE MEETING ROOM. THE TOWN ADMINISTRATOR, OR DESIGNATED PERSONNEL, HAS THE RIGHT TO SEE HANDOUT LITERATURE, MATERIALS TO BE EXHIBITED, AND PRESS RELEASES.
- THE MEETING ROOM MAY BE USED DURING NORMAL BUSINESS HOURS. AFTER HOURS, MEETINGS MAY BE SCHEDULED IF THE MAYOR, A TOWN COMMISSIONER OR AN EMPLOYEE WILL BE ATTENDING THE MEETING.
- NO FEES ARE CHARGED FOR THE USE OF THE MEETING ROOM. GROUPS USING THE MEETING ROOM MAY NOT CHARGE AN ADMISSION FEE, NOR CAN THEY ASK FOR DONATIONS OR IN ANY WAY SOLICIT FUNDS.
- THE MEETING ROOM MAY NOT BE USED FOR SECTARIAN OR DENOMINATIONAL RELIGIOUS PROGRAMS OR EXHIBITS, NOR FOR PARTISAN POLITICAL MEETINGS OR EXHIBITS WHICH INVOLVE SPECIFIC CANDIDATES OR CAMPAIGNS.
- THE MEETING ROOM MAY BE USED FOR COMMERCIAL GROUPS, BUT NOT FOR COMMERCIAL PURPOSES; I.E. A BUSINESS MAY USE THE MEETING ROOM FOR A COURSE IN INDUSTRIAL SAFETY BUT NOT FOR A SALES MEETING OR FOR THE PROMOTION OF PRODUCTS.
- NO MEETINGS MAY BE HELD FROM WHICH THE PRESS IS EXCLUDED.
- MEETINGS MAY NOT DISRUPT THE USE OF THE TOWN HALL STAFF OF THEIR DAILY OPERATIONS, AND PERSONS ATTENDING MEETINGS ARE SUBJECT TO ALL TOWN REGULATIONS AND POLICIES. THE NEEDS OF THE TOWN WILL BE PARAMOUNT WHEN SCHEDULING THE MEETING ROOM.
- UPON ADEQUATE NOTICE AND FOR ADEQUATE REASONS, THE TOWN RESERVES THE RIGHT TO REVOKE PERMISSION TO USE THE MEETING ROOM. SIMILARLY, THE TOWN ADMINISTRATOR MAY DENY OR CANCEL THE USE OF THE FACILITIES BY ANY GROUP WHICH IS DISORDERLY OR IN VIOLATION OF THESE REGULATIONS.
- THE TOWN ASSUMES NO RESPONSIBILITY WHATSOEVER FOR THE LOSS OR DAMAGE OF ANY EQUIPMENT OR OTHER ITEMS.
- PIECES OF EQUIPMENT OR OTHER ITEMS BELONGING TO A GROUP MAY NOT BE LEFT IN THE MEETING ROOM BETWEEN MEETINGS.
- LIGHT REFRESHMENTS ARE PERMITTED IN THE MEETING ROOM. ALL TRACES OF FOOD, BEVERAGE AND DEBRIS MUST BE REMOVED IMMEDIATELY AFTER THE MEETING.
- IF ANY DAMAGE SHOULD OCCUR TO THE MEETING ROOM, IT WILL BE REPAIRED, REPLACED, ETC. AT THE EXPENSE OF THE GROUP, AGENCY OR ORGANIZATION USING THE MEETING ROOM.
- SMOKING IS PROHIBITED IN ALL TOWN BUILDINGS.

- RESERVATIONS MUST BE MADE BY AN ADULT (18 YEARS OR OLDER) REPRESENTATIVE OF THE ORGANIZATION WHO, BY MAKING THE RESERVATION, AGREES TO BE RESPONSIBLE FOR PAYMENT OF ANY DAMAGE TO TOWN PROPERTY RESULTING DIRECTLY FROM THE MEETING OR USE OF THE MEETING ROOM.
- USE OF THE MEETING ROOM MAY BE TENTATIVELY SCHEDULED BY TELEPHONE, BUT THE FINAL SCHEDULING REQUIRES THE SIGNING OF THE FOLLOWING AGREEMENT. NO MEETING OR USE OF THE MEETING ROOM MAY BE HELD PRIOR TO THE SIGNING OF THIS AGREEMENT.

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As a representative of _____, I wish to schedule the use of the meeting room on the date(s) listed below. The purpose of the meeting(s) is/are _____.

Probable attendance will be _____ per meeting. I have read the foregoing regulations and agree to assume responsibility for adherence to them.

Signature

Date

Printed Name

Telephone

Printed Address

Date(s) and time(s):

On _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____

APPROVED BY THE TOWN ADMINISTRATOR

Signature

Date