

POLICIES GOVERNING USE OF THE BRIDGTON TOWN OFFICE BUILDING BY NON-GOVERNMENTAL ENTITIES AND OTHERS

In order to ensure the orderly functioning of Bridgton Town government and the safety of Town employees and the general public and in order to control maintenance and other expenses associated with the Town Office Building located at 3 Chase Street and 10 Iredale Street, Bridgton, the Bridgton Board of Selectmen adopt the following policies governing the use of the Town Office Building:

1. The Town Office Building may be used only for official Town business, except as provided in paragraphs 2 and 3 below. Official Town business includes the day-to-day functions of Town government during normal business hours when the building is open to the public; meetings of Town boards, commissions, committees and sub-committees held at any time and which the public may or may not be entitled to attend; work by Town employees, Town officials and Town contractors outside of normal business hours.
2. The meeting room on the main floor and the meeting rooms on the lower level in the Town Office Building may be used by Federal, State, MSAD 61, inter-local government agencies and groups of officials for meetings and hearings, and for municipal political caucuses, as described in 21-A M.R.S. §§ 311, et seq., with the prior approval of the Town Manager or his/her designee based upon space availability.
 - a. Additionally, granting permission to use the rooms is subject to the conditions set forth in paragraph 3.
3. The meeting room on the main floor and the meeting rooms on the lower level in the Town Office Building may be used by non-profit community groups during normal business hours subject to prior approval of the Town Manager or his/her designee and based upon the following criteria:
 - a. The proposed use of the meeting room or the conference room will not interfere with the ability of Town employees to carry out their responsibilities.
 - b. The proposed use of the meeting room or the conference room will not conflict with use of the room for official Town business.
 - c. Granted use is not for on-going meetings such as those occurring weekly or monthly.
 - d. No smoking or consumption of alcoholic beverages will be allowed.
 - e. The proposed use of the meeting room or the conference room will not last for more than three hours.
 - f. The community group agrees to leave the room in a clean condition and restore the room to its prior setup.
 - g. The group or agency shall be held liable for any damage to the property incurred during the period reserved for use. Any damage shall be immediately reported.

- h. The group or agency will be responsible for any and all costs associated with any need for a town employee to be present either before, after, or during said use.
- i. The Town, its officers, agents and employees shall not be liable for any injury or damage to any person or property occurring at or in connection with the assembly, activity or event, which has been permitted under the terms of these Policies. The entity agrees to defend, indemnify and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, losses, damages, suits, penalties, claims and demands of every kind or nature by and on behalf of any person or entity, arising out of any injury or damage alleged to have been suffered at or in connection with the assembly, activity or event which has been permitted under the terms of these Policies.
- j. The Town reserves the right to reject or deny any request for the use the property.

Requests to use the meeting room or the conference room must be made to the Town Manager or his/her designee at least one week in advance of the proposed use.

Name of Group or Organization:

Address:

Group/Organization Representative

Date