

Town of Rutland Meeting Room Use Policy

The Town of Rutland has usable meeting room space in 2 buildings, with certain limitations: Center Rutland Fire Station and Town Hall in Center Rutland.

Facilities available:

A minimum of 2 weeks notice is appreciated.

The Select Board room at Town Hall has meeting space for up to 20. This space may be available for public use during town office business hours, or scheduled at a time when an approved town employee can be present throughout the meeting. Scheduling will be done through the Administrative Assistants' Office or his designee.

Center Rutland Fire Station has excellent meeting space, but parking is limited. No more than 10 vehicles may be on site, and must park in the *farthest spaces* from the door. **RTFD members answering emergency calls need to have access to the closest spaces.** Johnson Energy does not allow over flow parking. A member of the fire department or other approved town employee will be present during the meeting room use. Scheduling of the meeting room space is to be done through the Fire Chief or his designee.

Cost:

During Regular Business Hours – Town Hall has regular business hours, available on the town website. Meeting time requested during these times will have no personnel cost associated with use of the space. The Center Rutland Fire Station has no regular business hours.

Outside Regular Business Hours – Meeting times requested which begin and / or end outside of regular business hours require an approved town employee to be present. There will be no charge for the space however a reimbursement rate of \$25 per hour for each town employee (minimum 2 hours) payable by check to the **Town Of Rutland** no later than 1 business day prior to the requested time or the use of the room will be forfeited. If the meeting is cancelled before close of business of the meeting day, no reimbursement would be required.

Rules for Use:

1) Meeting room space may be reserved by town or regional government groups or to non-profit groups with a local connection. All events must be open to the public and no admission fee may be charged except to cover the actual costs of materials or supplies used during the meeting or workshop.

2) Meeting room space will be available to any one group only once per month and not on a consecutively scheduled basis.

3) The access to and use of meeting room facilities for public use does not constitute Town of Rutland endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

4) Groups are responsible for setting up the room in advance of the meeting, and returning furniture and furnishings to their initial places at the end of the meeting.

5) Groups are asked to deposit trash in the receptacles provided, take away everything else they brought in.

6) Refreshments are permitted. No alcohol and no smoking permitted anywhere on the town property, inside or outside the building.

7) Each group is asked to submit a tally sheet of the actual number of attendees and deliver report to the Town Clerk's Office at the end of each meeting.

8) Damage to meeting room space must be reported to the Town Select Board and is subject to possible repair costs.

9) No animals except service animals are allowed.

10) The Town of Rutland Select Board reserves the right to refuse future use to any group that does not abide by any of the above regulations.

11) Every effort will be made to grant the specified date and time requests. Once granted, a meeting time would only need to be cancelled if town business deemed it necessary.

For scheduling meeting time at Town Hall please complete the online request form or call 802-770-5072.

For scheduling meeting time at the Center Rutland Fire Station please call Fire Chief Frank Cioffi at 802-353-8452.