

Conference Room Management and Use Policy

1. Introduction:

The Conference Room is for meetings of the town of Lyme Boards and Committees.

2. Building Management:

Under the general supervision and direction of the Board of Selectmen.

Scheduling of use of the conference room shall be coordinated through the Selectmen's Office. You are required to fill out the request of use form and submit it to the Selectmen's Clerk.

4. General Use Policies:

- a. Use of the conference room by groups of more than 40 people is not permitted.
- b. Boards and Committees using the facilities shall be responsible for any damage and shall clean up after their use of the facility.
- c. The Town Office building is a smoke free facility, and no smoking shall be permitted in the building at any time.
- d. The serving or possession of alcoholic beverages shall not be permitted in the facility or on its grounds.
- e. Boards & Committees using this building on a regular base will be given 1 key for the front door only. Groups meeting less than monthly will need to make arrangements with the Selectmen's Clerk on the day of your meeting to receive a key.

Charles R. Ragan

Simon L. Carr

Richard A. Vidal

Request for Use of the Conference Room

Request:

Facility requested: Conference Room

When:

_____ (date) _____ (time)

Board or Committee: _____

Point of contact: _____ (name) _____ (telephone)

_____ (address)

Remarks: _____

Staff action:

Approved _____ Disapproved _____

_____ (date) _____ (signature)

Distribution of completed form:

applicant

file