

**TOWN OF WATERBURY
STEELE COMMUNITY ROOM
MEETING ROOM POLICY**

1. Meeting room space is reserved on a first-come, first-served basis, with priority given to Municipal Boards and Committees.
2. The meeting room may be reserved by Municipal boards and committees; for Library and History Center programs; and by Not for Profit Organization, Schools, and Governmental agencies.
3. Maximum occupancy is 75 people.
4. The Town of Waterbury reserves the right to cancel or reschedule any meeting at its sole discretion.
5. The meeting room must be left in the same conditions as prior to the meeting. All trash must be removed. Chairs and tables should be returned to the appropriate location. The applicant is responsible for locking the meeting space and lobby doors.
6. If any damage occurs as a result of a group's use, costs will be assessed to the group.
7. Arrangements must be made in advance for key pick-up, during normal business hours, with Pam Pratt at 244-7033. After the meeting, the key must be placed in the outside lockbox or returned no later than the next day. A check in the amount of \$25, payable to the Town of Waterbury, is required and will be refunded when the key is returned.
8. No smoking, tobacco, or alcohol use is allowed in any municipal building.
9. No dogs are allowed in the building, with the exception of service dogs.
10. The fact that an organization is granted permission to meet in any municipal building in no way constitutes endorsement by the Town of the policies or beliefs of that organization.
11. Other deposits may be necessary depending upon equipment and facilities requested.
12. The Town of Waterbury reserves the right to deny use under certain circumstances. Any person or group aggrieved may appeal to the Waterbury Select Board, which has the final decision making authority over use requests.

Policy adopted on March 7th, 2016 at a meeting of the Waterbury Select Board.

**TOWN OF WATERBURY
STEELE COMMUNITY ROOM
28 NORTH MAIN STREET**

MEETING ROOM USE APPLICATION

Name of Applicant: _____ Phone: _____

Organization: _____

Address: _____

Date of event: _____

Reason for Meeting Room use: _____

Is the meeting private or open to the public? _____ Number of people expected: _____

Meeting time (include time from set-up to tear-down): _____

Are you requesting permission to use the kitchen? Yes _____ No _____

Are you requesting permission to use the audio visual equipment? Yes _____ No _____

I have read the Town of Waterbury's "Steele Community Room – Meeting Room Policy" and agree to its provisions. It is further agreed that, in further consideration for the use of the Town's facilities, I agree to hold harmless the Town of Waterbury for any injury or damages occurring as a result of the activities or presence in the Town's facilities and to indemnify the Town regarding any claims made against the Town arising from the activities or presence in Town facilities, including any claims brought by persons who come onto the Town's premises because of activities or any claims arising from acts or omissions of such persons, regardless of the basis of the claim.

Signature of Applicant: _____ Date: _____