

TOWN OF CROMWELL
POLICY FOR USE OF MUNICIPAL MEETING ROOMS

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of Cromwell non-profit civic, cultural, and educational organizations.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of Cromwell.
3. Permission to use these facilities does not constitute an endorsement by the Town of any group's belief's, policies, or activities.
4. Priority will always be given to Official Town Business when there are conflicts of time and space.
5. Town Hall Facilities are normally available Monday through Saturday from 8:30 a.m. to 11:00 p.m. (8:30 a.m. to 10:30 p.m. for the Town Hall Gym) exclusive of Legal Holidays.
6. Applicants will be responsible for holding the Town of Cromwell harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the Municipal Function shall provide a certificate of insurance in the amount of one million (\$1,000,000) dollars.
7. The Town Manager is responsible for scheduling and approving the use of any meeting room. Building Use Forms are available in the Town Manager's Office. The Town Manager reserves the right to reject any application or to cancel the privilege of use by any group if, in the Town Manager's opinion, said group might cause undue hardship on staff or the facility.
8. No smoking, consumption of alcoholic beverages or drugs will be allowed in the building.
9. Applications for meeting room use must be submitted to the Town Manager NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31st of each year. Exceptions will only be granted for Official Town Business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
11. Furnishings for the meeting rooms will be that only provided by the Town. The Town will not be responsible for equipment, supplies, or materials provided by the applicant.
12. Clean up from serving refreshments will be the responsibility of the applicant.
13. Soft soled shoes or sneakers will be required during scheduled use of the Town Hall Gym.
14. Applicants using meeting rooms when custodial staff is not scheduled shall be required to have and to pay such fees incurred, for the attendance of a custodian on an overtime basis.