

**APPLICATION FOR RESERVATION OF MEETING ROOM
MUNICIPAL CENTER**
Town Manager's Office
230 Main Street, Suite 208
Brattleboro, VT 05301
(802) 251-8151

Section I:

1. Your name: _____
Phone: _____ E-mail address: _____
Address: _____
2. Sponsoring organization's name: _____
Address: _____
Head of organization: _____
Phone: _____ E-mail address: _____
3. Person responsible for conduct of meeting: _____
4. Date of meeting: _____ Start time: _____ Adjourn time: _____
5. Purpose of meeting: _____
6. Meeting room requested:
_____ Selectboard Meeting Room (50 people maximum)
_____ Hanna Cosman Meeting Room (15-20 people)
- Date: _____ Applicant's signature: _____

Section II:

**NOTE: REFER TO "POLICY GOVERNING USE OF MUNICIPAL CENTER MEETING ROOMS"
ADOPTED BY THE BRATTLEBORO SELECTBOARD ON 9/3/91.**

The undersigned states: I am a resident of the Town of Brattleboro, and I hereby agree that the use of the meeting room facilities by the above organization shall be in compliance with the Policy adopted by the Brattleboro Selectboard on 9/3/91 (receipt of which is hereby acknowledged). I agree to be personally responsible for any misuse or damage through use of the space by said organization.

Date: _____ Indemnitor's signature: _____
Street address: _____
Day phone: _____

Section III:

_____ Approved Restrictions: _____
_____ Denied Reason(s): _____

Date: _____
_____ Town Manager

NOTICE

POLICY GOVERNING USE OF MUNICIPAL CENTER MEETING ROOMS Adopted by the Selectboard 9/3/91

1. Requests to reserve a meeting room should be made at least one week in advance of the anticipated meeting date. An application requesting use of a meeting room must be approved by the Town Manager or her/his designee. Applicants are required to provide the Town Manager's Office with an Indemnification Agreement signed by a Brattleboro resident who will guarantee proper use of the meeting room facilities by the applicant.
- 2. REARRANGEMENT OF MEETING ROOM FURNITURE IS STRICTLY FORBIDDEN.**
- 3. NO SMOKING, FOOD OR DRINK IS PERMITTED AT ANY TIME.**
4. Meeting groups using the meeting rooms are subject to being "bumped", with minimum notice, by the Selectboard, the Development Review Board, or the Planning Commission. Should "bumping" be necessary, diligent effort will be made to give timely notice so that other arrangements may be made.
5. Only non-profit organizations may use the meeting rooms. No donations may be solicited or accepted at any time.
6. No religious or religious affiliated meetings may be held in the meeting rooms.
7. All meetings held by groups other than governmental agencies must be open to the public. Governmental agencies are exempted from this regulation to enable them to conduct executive sessions.
8. Meeting groups may not "overflow" into the adjoining meeting room unless previously authorized to do so.
9. Meetings held during business hours should not extend beyond the reserved time unless cleared by the Town Manager's Office.
10. Early morning or late evening meeting groups must report to the Police Dispatcher to obtain access, Evening meetings must be adjourned by 10:00 pm.
11. Lights should be turned off at the end of all meetings.

Violation of the above may result in denial of future requests for use of the meeting room(s).