

**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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. The Municipal Center is open from 8:30am to 5:00pm on normal business days. Meetings must be within those hours unless approved in advance by the Town Manager.
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).**