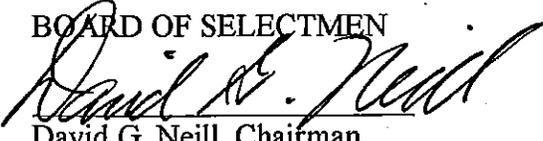


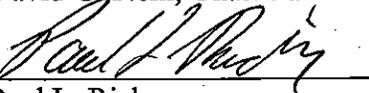
**GUIDELINES FOR USE OF 299 BAY ROAD
(OLD LIBRARY)**

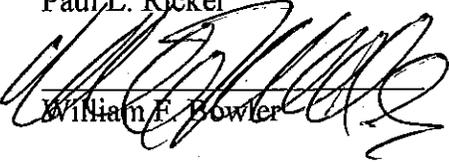
School's Out has a lease to use the 'portable' portion of the building and the Council on Aging has permission to use the 'glassed-in' portion of the first floor and the area closest to the Police/Fire Station. The COA must file a schedule of days and times that they will be occupying that space with the Town Clerk

1. The building may only be used by Town-related boards and committees that would normally be entitled to meet at the Town Hall and for public safety training sessions.
2. Any group planning to use the building must sign up at the Town Clerk's office with a 48 hours notice – first come, first served. This is *not* the same as posting. Public meeting posting with the Town Clerk's office may also be necessary. Selectmen's office will resolve any conflicts or emergencies that may arise due to scheduling.
3. The Town Clerk will forward a copy of the Building Usage Schedule to the Selectmen's office and the Emergency Center on a regular basis.
4. The contact person for the group will get the key from the Town Clerk on the day of the meeting and return the key the following day. The Emergency Center will have a key for emergencies but cannot give the key out to a group that has not signed up with the Town Clerk's office.
5. At time of signup, groups must tell the Town Clerk the expected size of the group. The Town Clerk will notify the Police Department if the number of attendees is over 125 (or at the Police Chief's discretion), and the Police Department will determine if traffic control by police is necessary.
6. The Selectmen's office will maintain the custodial schedule for the building and ensure the maintenance of the building and grounds.
7. Users of the building must do their own setup and cleanup, including bagging or barreling trash. The custodian will take the trash to the dumpster.

BOARD OF SELECTMEN


David G. Neill, Chairman


Paul L. Ricker


William F. Bowler