

POLICY GUIDELINES

Public Use of Meeting Rooms

The Town of Barrington welcomes the use of meeting areas available within the government center complex by local civic, cultural and educational organizations.

Scheduling of rooms will be performed from the Office of the Town Manager or his designee.

The areas available for public meetings are as follows:

Town Hall and School Department

Area	Approximate Capacity
Council Chamber	175
School Committee Room	150

Public Library and Community Center

Area	Approximate Capacity
Auditorium	105
Gallery Room (to the rear of the Auditorium)	160
Board Room	15
Meeting Room	20
Senior Center:	
- Meals	75
- General Meetings	120

Official municipal, school, library and other governmental or quasi-governmental meeting requirements will receive first considerations in the scheduling of the available spaces within the government center complex, followed by use of local non-profit civic, cultural and educational groups and organizations. The Auditorium and Gallery Room may not be reserved more than three months in advance without the written permission of the Library Director (see Meeting Space Application). Meeting rooms are generally not available for private social gatherings, religious services or activities, for commercial purposes or for gatherings not serving a community purpose.

For functions other than municipal, school, library or other governmental or quasi-governmental, room reservations must be made by written application to the Barrington Public Library. All applicants must provide a certificate of insurance in an amount not less than \$1 million, naming the Town of Barrington as an additional insured, and a lessee's indemnification agreement. Application forms and lessee's agreements will be available at Barrington Public Library and online at www.barringtonlibrary.org ; certificates of insurance must be provided by applicant's insurance company.

Completed applications accompanied by applicable fees must be submitted two weeks in advance of the meeting date.

All applicants agree to adhere to the rules and regulations related to the use of public meeting rooms as promulgated herein.

The Manager is granted the discretion to interpret these policies based upon the nature of each request and special circumstances encountered in the interest of effective scheduling and use coordination.

RULES AND REGULATIONS FOR THE USE OF PUBLIC MEETING ROOMS

It will be the responsibility of the group or organization using a meeting area to:

1. Leave the room in a neat and orderly condition, with chairs arranged, all paper or debris cleared from floors and tables, refreshments cleaned up and trash and garbage bagged at the conclusion of a program; wash and/or clean Town equipment and return to its designated storage place; when Library rooms are used, inform Library personnel that the room is vacated, so that the room and bathrooms may be locked.
2. Bring their own equipment, refreshments, urns, cups plates, utensils, napkins, etc. if applicable.
3. Assist as needed in the setup and arrangements of tables and chairs, and to assist in the return to normal conditions.
4. Remove all personal possessions, equipment and supplies--the Town is not responsible for their safety or security.
5. Arrange for the removal of unusually large or special items connected with a program within 24 hours of a function.
6. Assume the costs of repairing damages to the building, property, or its contents.
7. Provide supervising adults, as determined by the Town, for each youth group under the age of 18 who may schedule a function.
8. Restrict the attendance to the maximum capacity of the area scheduled.
9. Prohibit smoking and the use of alcoholic beverages.

Meeting privileges for groups not conforming to building use regulations will be withdrawn.

**FEE SCHEDULE FOR NON-GOVERNMENTAL USE
OF GOVERNMENT CENTER MEETING FACILITIES**

Meeting Area	Civic – No Admission	Civic – Admission	Business	Non-Profit/ Barrington Business
Town Hall/School Offices				
A. Council Chamber	\$25	\$40	\$300	\$150
B. School Committee Room	\$25	\$40	\$300	\$150
Public Library and Community Center				
A. Auditorium <i>With Kitchen</i>	\$25 \$40	\$50 \$75	\$300 \$325	\$150 \$163
B. Gallery Room (<i>rear of auditorium</i>) <i>With Kitchen</i>	\$25 \$40	\$50 \$75	\$300 \$325	\$150 \$163
C. Board Room	\$10	\$25	\$50	\$25
D. Meeting Room	\$10	\$25	\$50	\$25
E. Senior Center <i>With Kitchen</i>	\$25 \$40	\$50 \$75	\$300 \$325	\$150 \$163
F. Gazebo	\$25	\$25	\$25	\$25

**Please note: This rate covers the first four (4) hours of use,
an additional hourly rate will be charged hourly thereafter.**