

POLICY PROCEDURES
FOR USE OF THE
WALDOBORO MUNICIPAL BUILDING

The following policy shall be in affect until amended or revoked and shall reflect the desires and opinions of the Board of Selectmen as being established for the beneficial operation of the Town of Waldoboro to be in the best interest of the majority of the townspeople.

1. The following groups may have use of the municipal building:
 - a) Functions that promote the proper operation of municipal government. (i.e. Board of Selectmen, Board of Assessors, Planning Board, Board of Appeals, Conservation Commission, Fire Department, Police Department, Ambulance Service, Public Works Department)
 - b) Municipal Connected Organizations. (i.e. Waldoboro Firemen's Association, Waldoboro Police Association, Democratic Town Committee, Republican Town Committee)
 - c) Organizations hosted by the municipal government or department thereof. (i.e. Knox County Mutual Aid Association, Mid-Coast Ambulance Association, Law Enforcement Regional Meetings)
- 2) The municipal building shall not be open to private clubs and organizations because of the lack of full time janitorial services and supervision of the facilities and due to emergency natures of police, fire and medical services located within the facility.
- 3) Use of the municipal building for town meeting, particularly the annual town meeting, shall be discouraged during the winter season (November 1 - April 1) due to the lack of available storage space for emergency ambulance and fire apparatus during extremely cold weather, lack of adequate parking facilities especially when the ground is snow covered and the lack of available service area for emergency personnel to operate during emergency situations.
- 4) The following stipulations shall apply;
 - a) Municipal use shall take precedence over any other use.
 - b) Organizations granted permission to use the building shall be responsible for any damages to municipal property which occurs during such use.
 - c) Organizations not covered by municipal insurance must have adequate liability insurance to cover accidents and loss of personal property and shall hold the Town harmless.
 - d) All groups must provide satisfactory supervision of the activity for which building use was granted and will make arrangements with the Town Manager for the opening and closing of the building and may be required to provide janitoria1 services when functions are open to the general public.

- 5) Permission to use the municipal building may be granted by the Town Manager according to the above guidelines.

Adopted by the Board of Selectmen - March 10, 1983

Richard A. Crabtree, Chairman
Ralph A. Simmons
Dollena C. Prescott
William B. Blodgett
Betty Lou Lee
Board of Selectmen

A True Copy: ATTEST:
Lee L. Smith
Town Manager

*Note: The Board of Selectmen voted on March 22, 1979 to not allow use of the new municipal building by private clubs and organizations.