

PROCEDURES FOR THE TOWN OF RANGELEY PUBLIC MEETING ROOM

The Town of Rangeley is willing to provide it's meeting room for the public to use. The following is a list of procedures for scheduling the room and the rules that need to be adhered to pertaining to the room.

Procedure for scheduling the Public Meeting Room

1. Any interested party wishing to schedule the Town of Rangeley Public Meeting Room must contact the Town Clerk to check availability.
2. If the room is available, the meeting will be posted along with the time on the Town Office calendar on the vault door.
3. The responsible party may come to the Town Office during regular business hours the day of the scheduled meeting to sign out a key to the Office and the Meeting Room (if the meeting is taking place after scheduled business hours)
4. The responsible party must return the signed out keys by 9:00 a.m. SHARP the next business day

Rules for the use of the Public Meeting Room

1. It is the responsibility of the person scheduling the meeting to set up the room if a particular set up is required.
2. It is the responsibility of the person scheduling the meeting to return the room to its original state.
3. All trash, papers, materials, etc. must be cleaned up after the meeting.
4. All lights must be turned off and the heat returned to its original setting (if adjusted)
5. Public is only allowed to enter the building through the back entrance door, even if the meeting is held during Town Office business hours.
6. It is the responsibility of the person scheduling the meeting to assure that all doors are locked at the end of the meeting.
7. No person attending the meeting shall be permitted to enter any other part of the Town Office or the Public Safety Building for **any** reason!

Failure to adhere to any of the above rules will result in the revocation of that individual or group's privilege to reschedule the room again. If any damage is reported, the person/persons responsible for the meeting will be charged accordingly.

These procedures and rules were adopted by the Board of Selectmen at the
2/17/2004 Board of Selectmen's meeting.



***Mark Beauregard, Chairman
Board of Selectmen***