

TOWN OF ST. GERMAIN POLICY STATEMENT
Public Use of Community Center Rooms 4 and 5

Effective upon adoption by the Town Board, the following rescinds and replaces the policy adopted on April 22, 2021.

One or more of the below individuals must be present whenever room 4 or 5 is occupied for any reason. It shall be the responsibility of these individuals to keep the contents of these rooms safe and secure from unauthorized public access:

Town elected officers:

- Town chairperson or any supervisor
- Clerk
- Treasurer

Town employed or appointed personnel:

- Department of Public Works employees performing building maintenance
- Zoning Administrator or Town Board authorized Deputy Administrator

None of the above individuals may provide to anyone else a door key to either of these rooms without Town Board authorization.

Adopted June 14, 2021

TOWN OF ST. GERMAIN POLICY STATEMENT

PUBLIC USE OF COMMUNITY CENTER ROOMS 4 & 5

Effective upon adoption by the Town Board, the following rescinds and replaces the policy adopted by the Town Board on September 12, 2016:

One or more elected officials of the Town must be present when either room 4 or 5 is occupied by other than elected Town officials. It shall be the responsibility of the elected officials present to keep the contents of these rooms safe and secure from unauthorized public access. (Authorized Town employees may perform building maintenance in these rooms without an elected official being present.)

Adopted April 22, 2021

RESCINDED
JUNE 14, 2021

PUBLIC USE OF COMMUNITY CENTER ROOMS 4 & 5

The following was adopted by the Town Board to become effective immediately at its September 12, 2016 regular monthly meeting:

Lois Ruediger (at Business Connection) coordinates reservations for public use of town facilities. Her role regarding rooms 4 and 5 at the Community Center is to be as follows:

Room 4: Requests received by Lois to use room 4 will be taken only after checking with the Town's elected officials to see if one of them will be available to unlock the room for the event as Lois does not have a key for that room. Town Board members are to inform Lois in advance of any events they plan to use the room for so that Lois can avoid double bookings of the room.

Room 5: Public use of room 5 is more restricted than room 4 due to room 5 being used for conducting town business and maintaining town records. Only elected Town officials have a key for room 5. Therefore one or more elected officials of the Town must be present at all times when the room is occupied by anyone other than elected officials. Lois will not take reservations for this room, but will keep track of its use and bill groups for its use if appropriate. Town Board members who use room 5 to conduct committee meetings and other town business are to inform Lois in advance of their room use plans so she can help avoid double bookings of the room.

RESCHEDULED
APRIL 22, 2021