

PUBLIC USE OF COMMUNITY CENTER ROOMS 4 & 5

The following was agreed 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.