



OFFICE OF THE  
**TOWN ADMINISTRATOR**  
**TOWN OF MAYNARD**  
MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
Tel: 978-897-1001 Fax: 978-897-8457

November 5, 2024

## TOWN BUILDING USE POLICY

### A. PURPOSE:

The Maynard Town Building (“Town Hall”) is the headquarters of the administration of the government of the town of Maynard.. It houses various town government departments, employees of those departments, and provides space for the elected and appointed town boards and committees to conduct the town’s business.

### B. TOWN BUILDING (“TOWN HALL”) MEETING ROOMS:

The Town Building has limited public meeting rooms as well as private departmental office space. Public meeting rooms are as follows:

#### Main (Top) Floor:

- Michael J. Gianotis Meeting Room (No. 201)—primarily used as the Select Board’s meeting chamber, as well as for other public and internal meetings.
- Finance Conference Room (No. 202)—used for internal meeting during business hours and by boards and committees otherwise.

#### Ground (Bottom) Floor

- Stewart Campbell Meeting Room (No. 101)—used by the Planning Board, Zoning Board of Appeals, and other town boards and committees for public hearings and meetings.
- Office of Municipal Services (OMS) Meeting Room (No. G17)- used by OMS staff during internal meeting during business hours, and by boards and committees otherwise.

### C. OTHER MEETING SPACES IN TOWN FACILITIES:

In addition to the Town Building (“Town Hall”), public meeting rooms are available through the Maynard School Department, the Maynard Public Library, the Maynard Golf Course and Senior Center, the Maynard Police Department, and the Maynard Fire Station. Individual departments are responsible for and have the authority to permit the use of spaces as assigned.

### D. TOWN BUILDING (“TOWN HALL”) USE AUTHORITY:

In accordance with the Town Charter, the Town Administrator, or his/her designee, has the sole authority, or delegate authority, to grant the use of space in the Maynard Town Building (“Town Hall”).

### E. PRIORITY OF USE:

Meeting rooms at the Maynard Town Building (“Town Hall”) are intended primarily for the use of town employees and officials, boards, committees, and commissions. When not otherwise needed by those primary groups of government officials and appointees,

these meeting rooms may be used by outside groups, pursuant to the this policy's priorities and rules.

Outside (non-government) use of meeting space in the Town Building ("Town Hall") will be scheduled according to the following priority order:

- Civic or community groups providing programs, services, or activities which benefit the community.
- Non-profit and charitable organizations
- Other public events.

**F. RULES FOR USE:**

- a. The Town Building ("Town Hall") may be scheduled for public meetings each week Monday through Thursday evenings (holidays excepted), and is not open and available for meetings on Friday evenings, Saturday, and Sundays.
- b. Given that there is no evening facility staff coverage at the Town Building ("Town Hall"), the Chair, or his/her designee, of each group using the public meeting rooms after the normal hours of operation must agree to accept responsibility for appropriate use and opening and closing the building before and after their meetings. This includes replacing the positions of furniture, cleaning the space, turning off the lights and used equipment, and checking to make sure that the exterior access doors (both front and back of building) are locked. Direct coordination with the town's facility staff, if not otherwise verified by the Town Adminstrator's Office, may be required to execute responsibility for opening and closing the building properly. See "Acknowledgement of Responsibility" form.
- c. Meeting rooms should be left as they were found, with out furniture having been moved or trash left in the room.
- d. The Town Building ("Town Hall) is strictly a "No Smoking" facility, per Massachusetts General Laws. Please direct smokers to the smoker's stations outside near the front and rear entrances to the building.
- e. No alcoholic beverages are allowed on the premises of the Town Building ("Town Hall").
- f. All groups, both town official and otherwise, that wish to continue using the Town Building ("Town Hall") must sign and return the "Acknowledgement of Responsibility Form".
- g. New groups wishing to use the Town Building ("Town Hall") for the first time shall submit a completed "Application for Use of Town Field or Property Form" to the Town Administrator's Office.
- h. The town reserves the right, at its discretion, to charge nominal fees for the use of the meeting rooms to help defray the town's costs.
- i. All users of the Town Building ("Town Hall") and visitors will abide by the conduct and spirit of the "Visitors Code of Conduct", as attached.
- j. The town reserves the right to revoke the use of Town Building ("Town Hall") meeting privileges to any group, which violates these rules.

## **Visitors Code of Conduct**

The Town of Maynard's employees strive to provide a positive experience for those visiting Town facilities, by following the "Customer Service" and "Standards of Conduct & Confidentiality" policies in the town's Personnel Policies and Procedures. In addition, the Town supports a workplace that is conductive to personal safety and security and is free from intimidation, threats or violent acts. The Town does not tolerate workplace violence, including the threat of violence by anyone who conducts business with the Town.

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

Complying with this Visitors Code of Conduct is required by all people doing business with Town employees.

Violators who do not comply with this policy may be asked to leave the premises.

### **Expected Conduct:**

- Avoid causing disturbances or disruptions
- Show respect for others, building facilities, and personal property of others
- Refrain from actions that may tamper, alter, or interact with facilities outside of official programming or authorized meeting functions. Any inquiries or concerns of facilities conditions should be directed to town staff.
- Use common courtesy when interacting with others
- Do not engage in lewd or offensive behavior
- Any form of violence is prohibited
- Smoking, drinking alcohol, or appearing to be under the influence of any illegal substance is prohibited.

Related violations may result in permanent suspension of facility privileges.



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## **TOWN BUILDING USE POLICY**

### **ACKNOWLEDGEMENT OF RESPONSIBILITY**

I, \_\_\_\_\_, as chair or his/her designee of  
(Name)  
the \_\_\_\_\_, accept responsibility for the  
(Board, Committee, or Organization)  
use of the Town Building ("Town Hall") during meetings and/or events held by my  
organization. Furthermore, I certify that I have read the Town Building ("Town  
Hall") Use Policy and I understand and Agree to abide by the rules of use as set forth  
in the Policy.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

Print Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_