

# POLICY CONCERNING USE OF THE COMMUNITY ROOM AT THE AUBURN SAFETY COMPLEX

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The Town of Auburn maintains a room at the Auburn Safety Complex (55 Eaton Hill Road) as a multi-purpose room intended to be used for a variety of community and town meetings, gatherings and functions. The room is referred to as the "Community Room".

In order to ensure the appropriate use of the facility, the Auburn Board of Selectmen has adopted the following policy to govern the scheduling and use of the facility.

## **Scheduling:**

Scheduling for the Community Room shall be handled through the Executive Assistant in the Selectmen's Office. In general terms, scheduling shall be accommodated on a first-come, first-serve basis. However, the emphasis for the use of the room shall be to first meet the needs of the Town of Auburn and its boards, committees, commissions and departments. These Town governmental uses of the Community Room shall take priority over all others.

A request form for use of the facility is available from the Selectmen's Office. Once a completed form is returned to the Selectmen's Office, the requested use is approved by the Fire Chief, Police Chief and Town Administrator.

Understanding multi-entities could utilize the Community Room for different events during the course of a day, the scheduling of the use of the Community Room will provide a minimum one-half hour break in-between scheduled uses in order to allow for the clean-up of the room by one user and the potential set-up of the room by the next user.

Beyond what could be considered official Town of Auburn uses, the Community Room is available for use by local organizations in the community for meetings, local residents for family functions or events, hosting of "Town Meeting" style political meetings, and potentially for classes, workshops or other activities (i.e. – dance classes, art or painting classes, aerobics, etc.) where participants pay a fee to participate.

## **Rental Fees:**

Through this policy, the Town of Auburn is establishing rental fees standards for the use of the Community Room.

Resident (Individual or Family) \$25.00

Resident Business Use: \$50.00

Non-Resident (Individual, Family or Business): \$150.00

The fees above are established per day/evening use of the Community Room, to be paid one week in advance of rental. (Non-resident rental can be done only under the direct authorization of the Board of Selectmen).

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**Insurance Certificate:**

A certificate of insurance by the party using the Community Room shall be provided to the Town at the time the rental fee is paid. The certificate of insurance shall name the Town of Auburn as an additionally insured party.

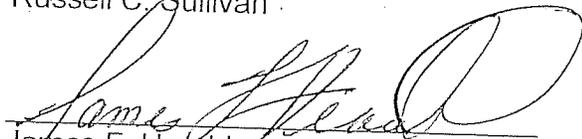
**Non-Profit Organizations:**

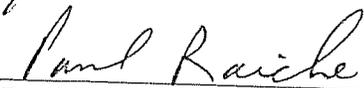
The rental by any Auburn non-profit organization are free of any rental fee (security deposit still required) provided the Community Room is left cleaned and orderly following the use of the room. Among the entities that would fall under this category are: *Auburn Village School, the Auburn Lions Club, Massabesic Seniors, Auburn Volunteer Fireman's Association, Friends of the Griffin Free Public Library, Auburn Historical Association, Auburn Little League, Auburn Mom's Club and local scout troops are exempt from rental fees, but will be billed for any damages or cleaning costs that may be incurred by the Town.*

**Political Parties or Political Candidates** recognized by the NH Secretary of State allowed one free rental of the Community Room in a calendar year.

Adopted by the Board of Selectmen the 24th day of September, 2012.

  
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Russell C. Sullivan

  
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James F. Headd

  
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Paul M. Raiche  
AUBURN BOARD OF SELECTMEN

Received and recorded this 25 day of September, 2012

  
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Joanne T. Linxweiler, Town Clerk