



Town Hall Meeting Facility Policy

The Town Hall makes its meeting rooms available to the public under the terms of this policy.

Reservations – All reservations are made on a first come, first serve basis. Administrative Services shall take reservations from non-profit organizations only up to a year in advance for the following rooms: Cone, Gisborne, Mazza and Town Hall Meeting Room. All multiple room reservations should be emailed to Tamara Warren at twarren@greenwichct.org or faxed to (203) 622-3767. Single room reservations only may be placed by calling (203) 622-7700. The Application/Use of Facilities Form (Attachment 1), Indemnification/Hold Harmless Agreement, 501(c)(3), and Insurance documentation must be submitted to Administrative Services prior to confirmation of the reservation.

Other Town Hall Conference Room contacts are as follows:

Parks and Recreation Conference Room , call 203 622-6472

Maggie Hayton Conference Room (Social Services), call 203 622-3800

Josephine Evaristo Conference Room (Health Department), call 203 618-7625

Engineering Conference Room (Public Works), call 203 622-7767

Town Hall meeting rooms are maintained primarily to meet the operational needs of the Town of Greenwich and secondarily to provide accommodations for educational, informational, cultural and civic functions of the Greenwich community. Town Hall meeting rooms are not to be used for commercial or pecuniary activities of any kind, including fund raising. The Town Hall meeting rooms shall be available to local non-profit organizations subject to the following conditions:

1. Meeting rooms are available from 7:30 a.m. to 10:00 p.m., Monday through Friday. Room reservations are subject to building closure due to weather or other unforeseen events.
2. The scheduled use shall not conflict with previously scheduled meetings Town government boards, committees or commissions meetings. Permission to use is confirmed when the Town of Greenwich has received the signed Application/Use of Facilities Form and required documents. The Town reserves the right, at its sole discretion, to cancel any arrangements at any time, should the need arise, including, but not limited to the need to use the Town Hall meeting rooms for government or Town sponsored events. This may be done by the Office of the First Selectman or by the Director of Administrative Services.

3. The prospective User shall guarantee that it will take adequate measures to protect public safety and health and that the occupancy will be orderly. Requests for use may be denied at the discretion of the Town if the Town determines that the intended use may be inappropriate at Town Hall or not in keeping with this policy. The User shall be responsible for complying with permitted occupancy limits pursuant to applicable fire or safety codes. The User will restore the premises to a clean and neat condition following the assembly. The bearing of firearms on Town Hall premises by any person other than a law enforcement officer is prohibited.

4. Meeting Facilities of the Town Hall may not be used to solicit business from or conduct business with members of the public, such as, for example, buying or selling, marketing commercial products or services to the public, gambling, or the exchange of money. However, use of the Meeting Facilities for meetings of an internal business nature, such as staff meetings, employee training sessions or other meetings of employees is permitted.

5. **Insurance** – A certificate of insurance evidencing general liability coverage in the amount of \$1,000,000 per accident/\$2,000,000 aggregate shall be required. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations and Contractual Liability. This may be obtained from your insurance agency and must be provided before approval of reservation request. The Town of Greenwich shall be named as “additional insured” on the insurance certificate.

6. **Indemnity** - Users of Town Hall meeting rooms agree to assume all risk and bear all responsibility and to indemnify and hold the TOWN OF GREENWICH, its agents, representatives, servants, officers, and employees, harmless from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages arising out of injuries to any persons or property, including any and all costs and expenses incurred in the defense of such claims, demands, suits and proceedings including court costs and attorneys’ fees resulting from, arising out of, or in any way related to or connected with use of Town of Greenwich property and facilities. Indemnification and Hold-Harmless – A fully executed Indemnification and Hold Harmless Agreement (Attachment 2) must be filed at time of reservation and renewed on an annual basis.

7. **Use of Facilities** - Users requiring a specific arrangement of chairs and tables are required to send arrangement information to John Thompson at jthompson@greenwichct.org. The requester must also call 203-622-6443 to confirm the requested set-up. Requests must be made ahead of time, as staff may not be available to make adjustments the day of the event. Set-up configurations are included here as part of Attachment 1. The requester must indicate which room and configuration is needed.

Groups requiring assistance with and/or set-up of audiovisual technologies need to specifically request assistance at the time the room is reserved. A list of available equipment is provided here as part of Attachment 1. The requester must indicate which equipment is needed.