

I PURPOSE:

To establish clear guidelines for the use of the public meeting rooms located in the lower level of the Canton Administration Building.

II POLICY/PROCEDURE:

The public meeting rooms located on the lower-level of the Administration Building, are intended to be used by governmental, non-profits, Canton sponsored programs and community service groups. The following criteria applies to the use of the six meeting rooms.

III GENERAL USE:

- Available to Canton sponsored groups, non-profit organizations, homeowner associations, and groups that provide a service to the Canton Community.
- No charge for the above mentioned groups.
- No business solicitations are permitted.
- There is a 4 hour time limit on room use unless approved by the Supervisor in advance.
- Users will be provided a “Public Meeting Room Confirmation Use” form. This form needs to be given to the building monitor upon arrival for sign in and sign out.
- Users will enter through the front door.
- No Smoking – No alcohol
- Meeting rooms will be available until 9:00pm Monday through Thursday and until 4:30pm on Friday.
- Meeting rooms are not available on Saturdays, Sundays or when the Administration Building is closed unless approved otherwise.

Meeting rooms are limited to once a month per group unless grandfathered in (prior to 2010.) You have the option to call 5 days prior to the date of your desired event and at that time the rooms will be checked to see if there is availability.

IV ROOM SET-UP/USE:

- Groups are responsible for any damage caused by misuse of equipment.
- Only markers and wipes provided by Canton shall be used on the white boards.
- Each room has a standard setup. Canton is not responsible for special set up. You are permitted to move the tables and chairs but if changed, the room must be put back to its original setup.
- Attached is a list of the room numbers and the standard setup. Adult chaperones (1 adult per 10 children) must accompany youth groups.
- Food and beverages are allowed in the meeting rooms. **NO RED** beverages.
- Groups will be responsible for cleanup of the room and any damages caused from misuse of the room. (Failure to do so will be reason to deny future reservations.)
- The Building Monitor will evaluate the room at the conclusion of the meeting and sign out the responsible person. Future use of the room by the group is contingent on the room being left clean and properly set up.
- Room assignments may be altered at Canton's discretion.

V INTERNAL USE:

- Internal users shall submit a CIT maintenance work request for a special setup.
- Internal users shall reserve the room through the GroupWise scheduler and audio visual equipment through a CIT request.

VI OTHER:

- Every effort shall be made to accommodate users. If there is not enough time to mail or e-mail the "Public Meeting Room Confirmation Use" form, it shall be picked up from the monitor and filled out.
- If a room is not available, Fire Station I may have a meeting room available. Public Safety Training room will be booked through Public Safety.
- Failure to cancel a room reservation two times in one year will result in denial of future use of the room.

Administration Building Lower Level

