



TOWN OF CALAIS

Calais, Vermont 05648

Policy for the Use of the Calais Town Office Building

Calais voters authorized construction of a Town Office Building in Gospel Hollow, which was completed and opened in 2004. It is a lovely building that belongs to all of us. It houses the office of the Town Clerk as well as important land records and other documents that need to be safeguarded. The Select Board adopted this policy on use of the building to help keep it beautiful and the contents safe for future generations.

1. Scheduling of the use of the Town Office Building is done in advance through the Town Clerk. The building will be made available, with certain restrictions that are explained here, to any committee or commission elected by the citizens or appointed by the Selectboard or any organization with a mission principally pertaining to Calais activities.
2. Because the building and conference area are not of a size to hold large public meetings, groups that expect to be larger than 16 people should plan to meet elsewhere. If more than 16 people attend unexpectedly, the meeting will move to another location.
3. Individuals or groups using the Town Office Building agree to use only the public areas of the facility, and to leave the facilities, furniture, equipment, and kitchen area as clean and orderly as they found them. **The office of the Town Clerk and the vault are not public areas and access to them is prohibited.** A group's contact person will sign and ensure that the policy statement has been adhered to. A group or individual that does not adhere to the policy may risk the loss of future use of the Town Office Building.
4. The Town Clerk and the Emergency Management Coordinator shall have keys to the building.
5. Guide dogs or other service animals are welcome to accompany their humans into the Town Office Building. Other animals are not permitted.

*Adopted by the Calais Selectboard November 29, 2004
Amended by the Calais Selectboard January 31, 2005*