

Policy and Regulations for use of Town of Seekonk Meeting Rooms

The Board of Selectmen of the Town of Seekonk welcomes the use of Town facilities by community groups, organizations and individuals for civic, cultural and educational activities of a nonprofit nature. The following regulations have been adopted by the Board of Selectmen pertaining to the use of Town facilities for meeting rooms.

1. Reservations for the use of a room must be made by a responsible member of the organization requesting the use of the room who will see that all regulations are followed. The Board of Selectmen reserves the right to make exceptions, review, accept, or reject any or all applications without reason given provide that such reason is not of a discriminatory nature.
2. Reservations must be made on the Town's application form and submitted to either the Town Administrator's office for use of rooms in Town Hall or Human Services Director for use of rooms at Human Services for approval. Priorities for bookings are 1.) Seekonk Town Boards and Committees, 2.) Seekonk Town Government Officials, 3.) Not for Profit Citizens groups serving Seekonk.
3. All meetings must be open to the public
4. Smoking and alcoholic beverages are prohibited in Town facilities.
5. Groups holding meetings assume responsibility for any loss or damage to Town property and must leave the facility in order. Set-up of chairs and tables is the responsibility of the organization. All chairs and tables must be returned to their original set up. The Town is not responsible for anything left in the facility.
6. All announcements concerning a meeting should include a telephone number (other than a Town facility number) to handle questions.
7. The Town Facilities may close in the event of inclement weather or an impending storm. Organizations planning to use a room in this event must call the appropriate Town office to ascertain if the specified meeting location will remain open.