

POLICY FOR USE OF PUBLIC BUILDING
Village Of Enosburg Conference Facility

It is the policy of the Village of Enosburg to make available the Village Conference Facility to residents for the purpose of holding public meetings when the building is not in use for Village business.

REGULATIONS:

1. The Conference Facility building is available without cost to Village residents for the purpose of holding public meetings that are not of political, religious or of national affiliation. The training of Village employees or information from meetings provided from national affiliations is permissible if there is a relationship to Village employees' development and training.
2. Requests for use must be made at least one week prior to the meeting date. All requests must be provided to the Village Office to assure no conflicts exist.
3. None of the property may be used other than the building meeting room itself and necessary furniture.
4. Smoking is not permitted in the building or on the porch.
5. The person(s) making the reservation shall be completely responsible for Conference Facility property during the meeting and for adequate security in connection with the meeting. This person(s) shall:
 - a. Assure that attendees comply with all regulations.
 - b. Be held accountable for all property, including the furniture.
 - c. Secure the building after the meeting, including closing and locking all doors and windows and turning out all lights.
 - d. Return the key to the Village Office after the scheduled meeting. (Drop box when office is closed)
 - e. Restore the building to the normal state for use, including proper storage of temporarily used furniture.

Adopted 11/25/03

Valentini W Bonk
Chairman - Village Trustees.