



PUBLIC SAFETY TRAINING ROOM USE POLICY

Applies to:	Meetings in the Training Room of PSB
Select Board Original Adoption:	11.28.2022
Amended on:	--
Last Reviewed by the Select Board:	--

Policy Statement

To establish policy and procedures for the use of the Public Safety Buildings Training Room at 576 Pleasant Street.

Definitions

Approved Users – The Training Room will be restricted to use by only Town Government Boards and Committees. Current approved users are the Paxton Select Board.

Policy Description

It is the policy of the Town of Paxton to allow Approved Users to utilize the Training Room at the Public Safety Building for Select Board meetings when the room is not in use for Police and/or Fire business.

Procedure

Room Reservations

1. In order to assure that double bookings are not made, all room reservations will be made by email to trainingroom@townofpaxton.net. This email will be managed by the Fire Chief and/or any staff member that he/she so designates.
2. Police and Fire Bookings supersede all other requests.

Room Use Policies and Rules

1. *Room Set-up.* Unless requested otherwise, the room will be setup in its regular audience/board meeting configuration with podium. No furniture should be moved by users.
2. *Audio Visual.* If User requires use of the audio-visual system, User must notify the Fire Chief by email no later than 24 hours in advance.
3. *Parking.* Parking is available in the parking lot in front of the main entrance. No parking spaces should be utilized on the fire department side of the building.
4. *Restrooms.* Restrooms are available in the main lobby area.
5. *Heating/Air Conditioning.* Room temperature settings are configured for maximum energy efficiency and are not to be adjusted or modified by the user.

6. *Food and drink.* With the exception of water, food and drink are not permitted in the training room.
7. *Attachments.* No materials are to be affixed to the meeting room walls, floors, ceilings, fixtures, or other appurtenances whatsoever, including by tacks, tape, adhesion, or other methods. Users that wish to display or post something for viewing are encouraged to bring easels or stands for their items or make use of the presentation system.
8. *Trash and recycling.* Trash and recycling receptables are in the Training Room area.
9. *Arrival.* Upon arriving at the Training Room, the front door will be unlocked, and the training room door will be propped open 30 minutes prior to the meeting. If User requires access more than 30 minutes in advance, please notify the Fire Department before the day of the meeting.
10. *Departure.* Users shall leave the room, lobby area, and other grounds in the condition in which they found them. Users shall close doors behind them when they leave.