

**Town of Westhampton  
Town Hall Use Policy**

In accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 3, the following policy is adopted by the Westhampton Selectboard for the Town Hall located at 1 South Road:

Section 1:

Town Hall Business Hours: The Town Hall shall be open to the public for business on Tuesday, Wednesday, and Thursday from 9AM-1PM.

- The Town Hall Offices shall not be open to the public for business on all State Holidays:

- New Year's Day (January 1)
- Martin Luther's King Birthday (3<sup>rd</sup> Monday in January)
- Washington's Birthday (3<sup>rd</sup> Monday in February)
- Patriot's Day (3<sup>rd</sup> Monday in April)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1<sup>st</sup> Monday in September)
- Columbus Day (2<sup>nd</sup> Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Christmas Day (December 25)

Section 2:

Extended Hours: The following Town Offices/Departments shall have extended hours:

- Selectboard-Every other Monday 7PM until close of meeting.
- Any posted meeting, or hours of any Town Office, Department, Board, or Committee; excluding State Holidays listed in section 1.

The Town Hall shall be open to the public during the extended hours.

Section 3:

Restrictions: No Town employee, official, member of a board or committee shall allow the use of the Town Hall to any individual for any purpose other than official business; except as provided in section 5.

Section 4:

Notice: Notice of this policy shall be kept for public viewing and be provided to all employees, officials, members of boards and committees.

Section 5:

Waiver: The Selectboard shall have the power to approve exceptions to this policy. The use of the Town Hall shall be at the discretion of the Selectboard and Administrative Assistant, using good judgment in the best interest of the town when making exceptions to this policy.

Section 6:

Rules:

1. Use of the Town Hall shall be restricted to residents of Westhampton and Not-For-Profit Organizations.

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2. All requests for use of the Town Hall shall be in writing (email acceptable) to the Selectboard and must be from an adult over 18 years of age. The person making the request will be designated the contact person and shall include their name, address, phone number, and email (if available) as well as the date, time, and purpose of use.
3. The contact person is required to remain on the premises for the duration of the use.
4. Under no circumstances shall there be alcohol allowed in the Town Hall, or on any town property.
5. Maximum capacity during use of the Town Hall shall be not more than 270.
6. Any individual or organization using the Town Hall shall be responsible for any clean up necessary after use, including trash removal, and shall leave the Town Hall in the same condition as found. The heat shall be turned down, when applicable.
7. The contact person will make arrangements with the Administrative Assistant to receive and sign for keys, as well as return the keys.
8. The contact person shall sign a receipt for Section 6: Rules of this policy of which a copy shall be retained in the Selectboards office for a period of one year.

Section 7:

Limitations: This policy shall not be interpreted to limit any previously authorized use of the Town Hall by private individuals, organizations, etc.

Section 8:

Amendment: The Selectboard may amend this policy in writing by a majority vote at any meeting. Any amendments shall comply with Section 4.

Section 9:

Effective Date: This policy shall take effect upon its passage.

Passage: This policy was adopted on the 4<sup>th</sup> day of November 2013

Selectboard:

John f. Shaw, Jr., Chairman  
James Huston  
Arthur Pichette

Revision: This policy was revised on the 17<sup>th</sup> day of November 2014

Selectboard:

Arthur Pichette, Chairman  
James Huston, Clerk  
Phillip Dowling

Contract

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I have read and agree to the terms of this policy.

\_\_\_\_\_  
Contact person signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone & email

Approval: \_\_\_\_\_  
Administrative Assistant

\_\_\_\_\_  
date