

**INTERIM POLICY ON USE OF
THE STRATHAM FIRE DEPARTMENT MEETING ROOM
JUNE 23, 2008**

DEFINITION: The main meeting room on the first floor at the Stratham Fire Station shall be known as the Peter Morgera Meeting Room.

PURPOSE: The function of this meeting room is multifaceted. Stratham voters constructed the building to provide a safe, efficient, and commodious operations center for the Stratham Volunteer Fire Department (SVFD) and the Town's Office of Emergency Management (OEM) and Emergency Operations Center (EOC). Hence, the primary purpose of use for this facility shall be in support of both these emergency response agencies. Voters also anticipated that, when not required for emergency use, or other SVFD scheduled events, the meeting room would be available to other groups and other governmental agencies.

INTENT: When either the SVFD, OEM, or the Board of Selectmen (BOS), declare that an emergency exists in Town and that the meeting room is determined to be essential to the efficient management of the emergency, or that the presence of individuals at the fire station not associated with the emergency response efforts conflict with those efforts, it shall be the policy and practice of the Town that emergency response efforts take precedence over any other group using or having been previously scheduled for use of the meeting room. Any application for use of the meeting room shall clearly state the possible exercise of this preemptive right.

POLICY: The meeting room shall be scheduled based on the following policies and/or procedures:

1. The SVFD shall have the authority and responsibility to schedule use of the meeting room for its own official purposes at the discretion of the Fire Chief. Each Tuesday evening of every month is reserved exclusively for the use of the SVFD/Association for meeting and training purposes. The Fire Chief may also schedule regular, long-term use of the meeting room for other civic groups the SVFD chooses to sponsor such as but not necessarily limited to the Boy Scout and/or Cub Scout of Troop/Pack 185. The Fire Chief is also responsible for scheduling OEM use of the meeting room. The SVFD shall not have the authority to deny any group permission to use the meeting room. Any request directed to the Fire Chief, which does not receive approval for whatever reason, shall be referred to the Selectmen for consideration.
2. The BOS shall schedule use of the meeting room for all other civic or governmental groups at their discretion. Groups that require regular use throughout the year may be scheduled as far in advance as their schedule allows. An example of such a use would be the Ladies Auxiliary, Historical Society or 76'ers for its regular meetings. Other civic groups seeking one time or occasional use of the meeting room shall apply to the BOS for permission to use the meeting room. Upon application, a place mark shall be entered on the calendar holding the meeting room for that group. Upon acceptance by the BOS, a reservation shall be granted. However, no reservation shall be considered a confirmed reservation if the date of the use occurs more than sixty (60) days from the date of application. If the SVFD, the OEM, or the BOS have a bonafide, non-emergency, business related need for the meeting room, they may request permission from the BOS to preempt the previously scheduled use if that use occurs more than sixty (60) days from

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the request to preempt. Such permission shall generally be granted. Any application for use of the meeting room shall advise applicants of this potential sixty (60) day preemption.

3. A common calendar shall be used by the BOS designee and the SVFD Fire Chief or his designee for purposes of scheduling uses. The calendar shall be electronically maintained by the SVFD and is found at website: <https://www.strathamfire.org:444/Lists/calendar/AllItems.aspx> and shall have appropriate security features that allow only the above named personnel access to the calendar for the purpose of adding or deleting entries on the calendar.
4. A “Responsible Party” shall be required to be listed on any application for the meeting room. Applications shall clearly state that this person shall be legally responsible for any damages or costs incurred by the Town resulting from their use of the meeting room. The Town of Stratham is only providing the use of the meeting room with tables and chairs. No other equipment, utensils, appliances, displays or other accessory items are included in the reservation and are not available for use.
5. Alcohol is prohibited during any event held at the meeting room except by special permission of the BOS in accordance with the rules established for allowing alcohol at town facilities.
6. Private parties or events shall not be allowed except by special permission of the BOS. A security deposit requirement shall be implemented by the BOS. It shall initially be \$150.00 per use. A fee schedule shall be implemented by the BOS. It shall initially be \$150.00 per use. Insurance requirements shall be implemented by the BOS. It shall be consistent with the most stringent requirements for the use of other town facilities.
7. The SVFD Fire Chief shall promulgate rules for the use of the meeting room and shall submit such rules to the BOS for approval. The BOS shall add any additional rules or delete any proposed rules as it deems appropriate. Until such set of rules are ratified by the BOS, the rules put forth in a memorandum by SVFD Chief Robert Law on March 10, 2008 and entitled: “Use of the FD Meeting Hall” shall be in effect. An acknowledgement of receipt of these rules shall be signed by the responsible party and filed with the application. The maximum occupancy of the meeting room shall be 125 individuals.
8. For those not having been assigned access cards, access to the meeting room shall be provided by the Stratham Police Department by calling the non-emergency dispatch telephone number 772-6047 a minimum of one half hour prior to the scheduled use. Likewise, users without access cards shall call the non-emergency dispatch telephone number at the end of their use to request that the building be secured by the Police Department.

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9. The BOS, at its sole discretion, may waive or amend any portion of this policy upon request or under its own authority.

These **INTERIM POLICIES** were adopted by a majority vote of the Stratham Board of Selectmen on June 23, 2008.

Stratham Board of Selectmen

David Canada, Chairman

Bruno Federico, Selectman

Timothy Copeland, Selectman