

**POLICY ON USE OF
THE STRATHAM FIRE DEPARTMENT MEETING ROOM
SEPTEMBER 5, 2023**

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.

PRIMACY OF USE: When either the SVFD, OEM, or the Select Board (SB), 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:

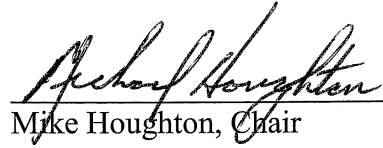
1. The SVFD shall have the authority and responsibility to schedule use of the meeting room for its own official purposes at the discretion of the Fire Chief. Each Tuesday evening of every month is reserved exclusively for the use of the SVFD/Association for meeting and training purposes. The Fire Chief may also approve the scheduling of 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 Scouts and/or Cub Scouts 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 SB for consideration.
2. The SB 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 one year in advance unless expressly approved otherwise by the SB. An example of such a use would be the Auxiliary, Scouts, Historical Society or 76'ers for their regular meetings. Other civic groups seeking one time or occasional use of the meeting room shall apply to the SB 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 SB, a reservation shall be granted. Requests must be made no less than 14 days prior to the event. Notification of an application for use of the meeting room

shall be given to the Fire Chief, Assistant Fire Chief and EMS Captain when the application is submitted.

3. The centralized scheduling system designated by the SB (in 2023, that system is RecDesk) calendar shall be used for purposes of scheduling uses.
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 unless specifically requested and approved by the SB and are available for use. Upon approval of the request for kitchen use, Addendum A “Kitchen Checklist” will be issued to the requestor. They will be required to sign in, complete the checklist upon completion of the event, sign out and promptly return the checklist to the Town Administrator’s Executive Assistant. If this procedure is not completed or if compliance with the checklist is unsatisfactory, the requestor may not be granted further use of the room.
5. Alcohol is prohibited during any event held at the meeting room except by special permission of the SB in accordance with the rules established for allowing alcohol at town facilities.
6. Elected and appointed officials, town employees and Fire Department members may request use of the room with SB approval. Requests from non-affiliated parties shall not be allowed except by special permission of the SB. Insurance requirements shall be implemented by the SB. 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 SB for approval. The SB shall add any additional rules or delete any proposed rules as it deems appropriate. Applicants shall comply with the rules of the room as provided at the time of reservation. An acknowledgement of receipt of these rules shall be signed by the responsible party and filed with the application. Requests shall comply with the stated rules and rules of application. The maximum occupancy of the meeting room shall be 125 individuals.
8. For those not having been assigned access cards, access to the Morgera room shall be arranged through the application process with the Executive Assistant to the Town Administrator.
9. Commercial for-profit groups are not permitted except as part of a Town sponsored event or by special permission of the Fire Chief or SB.
10. The SB, at its sole discretion, may waive or amend any portion of this policy upon request or under its own authority.

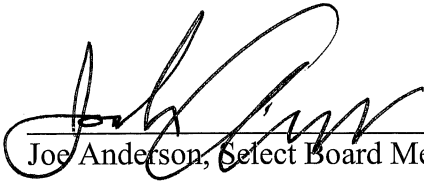
These policies were adopted by a majority vote of the Stratham Select Board on October 2, 2023

Stratham Select Board



Mike Houghton, Chair

Allison Knab, Vice Chair



Joe Anderson, Select Board Member

Stratham Fire Department Morgera Room

Procedures for Use Checklist:

The Town of Stratham and Stratham Fire Department maintain the Morgera Training room primarily for use by the Stratham Fire Department, Stratham Emergency Operations Center and Town of Stratham for Training, meetings and use in times of emergency in town. When not being utilized by the Fire Dept., EOC or Town for these purposes it is available for use with Select Board and Fire Chief concurrence for approved organizations, employees or members on a case by case basis. The room must be ready for official use at all time and therefore must be maintained by the users. It is not the Fire Department's responsibility to clean, assist or maintain the room for any user. As such the following procedures have been adopted for use of this room:

1. Users must obtain a copy of this checklist when requesting the Morgera room use at the town hall. All scheduling will be done through the Town Administrators Office.
2. Users must sign in on the use log with date and time they arrive.
3. Users must sign out after use with date and time they leave the room AND must accomplish the following checklist items prior to signing out:
 - ☐ Any chairs, table or other furnishings that were used or brought in by the user must be put away and/or removed from the room prior to leaving
 - ☐ The floors must be swept and dirt put in the trash using the provided dust mop, broom and dustpan.
 - ☐ Make sure all windows are closed and locked
 - ☐ Make sure any electrical appliances used (coffee pots etc.) are cleaned and powered off.
 - ☐ All trash must be removed (new bags placed in the cans –located in kitchen) and placed in the dumpster in the back parking lot.
 - ☐ Tables and counters must be wiped down and clean.
 - ☐ Bathrooms must be cleaned and trash removed. No paper towels on the floor.
 - i. Toilets left clean and flushed.
 - ii. NO DIAPERS are to be in the toilets or left in the bathrooms.
 - ☐ All lights must be turned off prior to leaving the room at the end of the event. (There are several switches around the room for different lights)
 - ☐ The Main entry door must be locked. It can be made unlocked or re-locked with the key hanging next to the outer door in the vestibule.
 - ☐ Any use of the kitchen (by special approval) must also run the Kitchen Checklist Addendum (issued with approval to use the kitchen area upon initial scheduling request).

4. Use of the Emergency Exit door for normal entry/exit or for bringing in supplies is **not** authorized. This is for emergency egress use only. All entry into the room should be via the main entry doors from the hallway.

5. Any damage or problems should be reported to the Town Office (603-772-4741) to be relayed to the Fire Department and/or DPW for remediation.

Failure to follow these procedures will impact the ability to use this room in the future. Thank you!

Organization_____

Time/ Date IN:_____ Time / Date OUT:_____