

Town of Hampton



TOWN OF HAMPTON

SELECTMEN'S POLICY

USE OF TOWN PROPERTY

Authority

This policy is adopted in accordance with the authority granted to the Board of Selectmen under New Hampshire Revised Statutes Annotated, Chapter 41, Section 11-a.

Purpose

It is the express intent and purpose of this Policy to regulate use of Town buildings, structures and property in accordance with law.

Section 1. Public Policy - Use of Town Buildings.

The Board of Selectmen, in accordance with the powers vested in itself by RSA 41:11-a, declares it to be the public policy of the Town of Hampton that the use of Town buildings under the Board's control is restricted to the conduct of governmental business of the Town and activities related thereto. Town Buildings are hereby declared not to be public forums.

Section 2. Scheduling Use of Town Buildings

To insure the orderly use and scheduling of Town buildings for governmental business and related activities, such scheduling must occur well in advance of the anticipated use of such facilities, the meeting rooms and other places within such buildings that are necessary for the scheduled public use and need.

Town Boards, Commissions, Committees, Agencies and Departments should schedule their requested use of the Town buildings regulated under this policy in accordance with the following;

Town Hall

Selectmen's Meeting Room:

Scheduled by the Recreation Department for daytime business hours.

Scheduled by the Town Manager's Office for times after 5:00 PM, on weekends, and holidays.

Use of the Selectmen's Meeting Room must cease at 11:00 PM.

Town Manager's Conference Room

Scheduled by the Town Manager's Office

Fire Headquarters, Station 1: Precinct Hall

Scheduled by the Fire Chief's Office in conjunction with the Precinct Commissioners.

Fire Station 2

Scheduled by the Fire Chief's Office

Police Station

Training Room scheduled by the Office of the Chief of Police

Public Works Facilities

Meeting spaces scheduled by the Public Works Director's Office

Section 3. Restricted Non-Governmental Use and Scheduling

The use of Town Buildings for non-governmental activities will be permitted in accordance with the guidelines and limitations established by this Section subject to the scheduling requirements of Section 2 above.

Guidelines and Limitations

- No meetings or activities will be scheduled that conflict with the orderly conduct of Town business.
- Other than regularly scheduled meetings of official Town Boards, Commissions, Committees, Agencies and Departments, no meetings in the Town Hall shall be scheduled outside of normal working hours without the approval of the Board of Selectmen and/or the Town Manager.
- No meeting or activity shall involve the advocacy of a partisan political position or a candidate for any elected office except that the annual candidates' night for elected Town Offices is permitted.

Section 4. Effective

This act shall take effect upon its passage by the Board of Selectmen and when enacted will automatically repeal any previous policy on this subject.

Nov. 19, 2007
Date Approved

[Signature]

Wm. Kelly

Wayne Billy Russell

Rick Luffin

Board of Selectmen