

Town Hall Use Policy
Essex Board of Selectmen
February 26, 2024

A. Definitions

1. Library - the interior space on the first floor of the building which is to the right of the elevator, Town Clerk's lobby, and first-floor conference room (facing the building), a small portion of the basement for storage only, the outdoor space from the right of the elevator exterior door (facing to the building), exclusive of the green space in front of the building, the parking lot to the right of the building (facing the building) and its green margins, the ADA-accessible ramp into the Library, and the green space behind the building between the ADA-accessible ramp and the steep slope down to the baseball field.
2. Town Hall – any interior or exterior space on the 30 Martin Street property that is not listed above as part of the Library.
3. Shared Space – public and employee use of the first floor conference room and employee use of the kitchen on the third floor (which is part of Town Hall).

B. Use of Space

1. General - It shall generally be the policy of the Essex Board of Selectmen to only allow the use of the Town Hall for purposes required by municipal departments, including the Library. Third-party use is covered below.
2. Reservation of Town Hall Spaces - the use of any Town Hall space by any Town department, board, or commission, including the Library, shall only be by advance reservation of the space via the Selectmen's Assistant.
3. Reservation of Shared Space - the first floor conference room shall generally be in use by the Library for official Library programs or needs of Library patrons except when an official Town department, board, or committee reserves the use of the first floor conference room via the Selectmen's Assistant.
4. Use by Third Parties - Use of the Town Hall by third parties is prohibited unless the third party is: a) contracted by the Library or another Town department to conduct a municipal program or other business, and then, only with a reservation, b) another municipality or a State or Federal agency or official, c) a civic or related group holding a meeting in which municipal officials or employees will be involved for official business, d) a business partner of a Town department such as an insurance company offering training or a municipal association, e) a regional planning agency, f) on a case-by-case basis with the express, written consent of the Board of Selectmen. All third party users MUST have a Town employee or appointed/elected official on the premises at all times.
5. Unauthorized Use - any use of Town Hall that is not authorized by the policy or by a specific vote of the Selectmen (in the case of an exception or a circumstance

not covered by this policy) shall cease immediately when the party is contacted by the Town Administrator, a Selectman, or the Essex Police Department. All activity shall immediately be terminated and the third party MUST leave the space immediately, rapidly packing up any belongings and removing them upon exit.

6. Use of Employee Keys - no municipal employee, which includes members of boards or committees, shall allow any third party to take possession of keys or key fobs assigned to them. Exceptions shall include the temporary issuance of keys to contractors or employees that do not normally have their own keys, at the discretion of the Town Administrator.
7. Penalties - Failure of employees, boards, commissions, or officials to abide by this policy may result in the Board of Selectmen revoking assigned keys to individuals or departments and/or have their ability to access such space revoked.