

**TOWN OF
TEMPLE, NEW HAMPSHIRE
03084
OFFICE OF THE SELECTMEN**

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Board of Selectmen
September 19, 2017

MEMO

TO: All Boards, Committees, Commissions, Quasi-Municipal Organizations and Other Users of the Town Hall

RE: Town Hall Revised Policies

Over the past several months, the Board of Selectmen has been advised of Town organizations arriving at the Town Hall to prepare for a scheduled event, and discovering that whoever previously used the facility had not cleaned and reorganized the place at the conclusion of their time there. While such incidents may be the exceptions, they understandably cause frustration and are clearly unfair for the groups whose plans are impacted. As has been stated many times over the years, ensuring that our Town Hall remains the vibrant center of community life in Temple requires that we each do our part to help maintain its condition and functionality. When everyone who uses the Hall treats it responsibly and complies with its usage policies, we and future generations all benefit greatly.

As a result of these complaints, we decided to revise and reissue our policies governing Town Hall usage. These policies, basic and in place for many years now, set forth rules to be followed by anyone given permission to use the facility. This revision includes a statement relative to the Board of Selectmen's reserved right to deny use of the Main Hall and/or Annex to any individual or group who chooses not to comply with these policies. Though we trust restricting its usage will not be needed, we do want everyone to be aware of their responsibilities and the remedy available to the Town, if necessary.

Our pdf titled "**TEMPLE TOWN HALL REVISED POLICIES**", September 2017, is provided as an attachment. Please distribute this information to all members of your organization, and to anyone else whom you feel should be kept informed. These policies have been posted in various locations throughout the Town Hall, and can also be obtained from the Town website: templenh.org.

In closing, we want to take this opportunity to let you know that the Temple website has evolved considerably in recent months. Thanks to our new webmaster, Alanna Casey, and those of you who have taken time to provide information pertaining to your board, committee or commission to her, the system has become more informative and much easier to navigate than it has been for a very long time. Please be sure to send your committee's **FINAL** minutes, agendas and updated information to both Alanna Casey, Temple Webmaster templewebmaster@comcast.net **and** Gretchen Rae, Assistant to the Board of Selectmen TempleBos@comcast.net. **Draft** minutes

should be sent only to Gretchen Rae TempleBoS@comcast.net since they do not get posted to the website.

Thank you in advance for your cooperation regarding the Town Hall policies. They are important and your efforts are appreciated.

Bill Ezell
Gail Cromwell
Ken Caisse

Temple Board of Selectmen