

Town Hall Auditorium Use Policy

The Auditorium of the Bedford Town Hall is a large meeting room available for meetings and functions covering a wide range in attendance. The room is intended to be used for official Town functions related to the governmental mission of any Town department, board or committee. Since the first priority for use of the room is for meetings having a large number of participants, smaller groups should first use the other conference room space available in Town Hall; when other space is not available in the Town Hall, the Auditorium may be used for smaller meetings as a last resort. The Auditorium is also used for Town Boards as backup space for hearings when the attendance exceeds the space capacity of the particular Town Hall conference rooms being used at the time. The Auditorium may be reserved in advance through the Town Administrator's Office.

General Use Guidelines

As a result of carpeting and the large quantity of upholstered seating in the Auditorium, no programs involving food or heavy physical activity will be permitted in the Auditorium without prior approval of the Town Administrator.

The Auditorium is available to Town government groups only; groups not related to the Town government may not use the Auditorium unless a Town department, board or committee is involved and participating in the function or meeting. The Selectmen may permit an outside group to use the Auditorium in a special Town-related circumstance; when permitted, such outside group shall be required to pay for custodial services to open and close the room and provide general building security.

Seating will generally be arranged in auditorium style; any other required seating configuration must be arranged in advance through the Town Administrator's Office. Tables and chairs are not to be removed from the Auditorium without permission.

A public address/speaker system is available for use during large meetings; prior arrangement with the Town Administrator's Office to obtain the keys and instructions for use may be made when reserving the Auditorium.