



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
Administration Building
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Policy Title:	Use of County Facilities
Effective Date:	August 17 2023
Revision Date:	
Reference(s):	

POLICY

The County of Carroll welcomes the use of its meeting rooms for use by community groups when such use will not interfere with the primary functions of the municipal offices. County meeting room use will not be denied to any person or organization because of race, creed or color. Use of the meeting room does not constitute the County's endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to municipal meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes: municipal staff, boards and committees; area non-profit groups/organizations; and non-business related local clubs/organizations

PROCEDURE

Meeting rooms may not be used by outside agencies for gatherings of a purely social nature. An adult (18+) must take responsibility for the group's use of the room by signing a reservation and use agreement.

Groups may not charge admission nor solicit or require donations for their meetings.

The County reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The County may also cancel a group's reservation(s) if this meeting room policy is violated.

Requests for meeting rooms should be reserved at least one week in advance. Requests will be approved based on room availability. Reservations will be taken on a first-come, first-served basis; however municipal meetings/events take precedence.

Carroll County Meeting Room Use Agreement forms must be submitted to the Executive Coordinator by mail, email, or fax. Reservations are not final until confirmed by the County

The contact person should notify the County (603-539-7751) of a cancellation as soon as possible.

Municipal staff and boards and committees, non-profit groups and Carroll County non-business related local clubs and organizations may use the meeting rooms free of charge.

Groups may arrive at the meeting room up to 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end. All meeting rooms must be vacated no later than 5 p.m. Monday through Friday.

The room must be returned to its original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition. The organization will be barred from further use of the room until any such fees are paid.

No alterations may be made to the room, and nothing may be attached to the walls. Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room until such damages are paid.

Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

Failure to comply with the above regulations will result in loss of meeting room privileges. In the case of a serious disturbance, the group will be asked to vacate immediately, and the police may be called.

Nothing in this policy is intended to imply or establish any rights whereby members of the public who are not authorized employees, officials, or invitees of the County of Carroll may enter any work area within a County building except upon official business. These restricted areas include, but are not limited to, offices, maintenance areas, mechanical rooms, storage areas, vehicles, and places where confidential information is kept.

The Commissioners may, upon written request, waive any provision of this policy, at its sole discretion.

Facilities are subject to being closed due to inclement weather or other emergencies.

Applicants must familiarize themselves with the maximum number of persons allowed in meeting rooms. These limits must not be exceeded except by written permission of the Ossipee Corner Fire Chief.

Applicants are strongly encouraged to notify all participants of locations of fire exits and restrooms.

Applicants shall abide by the regulations of the County of Carroll and shall indemnify and hold the County of Carroll harmless from all claims, actions, suits, proceeding costs, expenses, damages, and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the premises by the applicant and/or group.

Carroll County Board of Commissioners voted to approve August 17, 2023.

Terry McCarthy
Chairman

Vacant

Charles McGee
Clerk