

**Town of Concord**

**APP # 4**

**Reservation of Public Meeting Rooms; Open Doors**

1. Public meeting rooms are available for Committee and Board use in various Town buildings, and reservations should be made in advance by contacting the appropriate staff as follows:
  - Town House - Administrative Assistant to the Board of Selectmen (318-3001).
    - a) Chairpersons of all standing Committees who meet regularly in the Town House may pick up a key from the Selectmen's Administrative Assistant.
    - b) If a Committee or Board is holding a meeting at the Town House and does not have a key, then they should pick up a key that morning from the Selectmen's Administrative Assistant.
  - 141 Keyes Road - Administrative Assistant to the Planning Board (318-3290).
  - Harvey Wheeler Community Center - Council on Aging 318-3020).
  - Hunt Recreation Center - Recreation Department (369-6334).  
(Reservations at each building are on a first come, first served basis.)
2. Committees or Boards which meet in any public building are responsible for insuring that the front doors are unlocked while their meeting is occurring. Obviously, the first Committee or Board to meet in the evening or on the weekend will have to unlock the front doors of the building.
3. The Committee or Board utilizing the meeting room is responsible for insuring that the lights are turned off when the meeting is finished. The last Committee or Board to leave the building should also insure that any remaining lights are turned off and the front doors are locked.
4. Where a staff member is assigned to a particular Committee, the staff member is responsible for insuring that the doors are unlocked and later re-locked.

Distribution: Department Heads  
All Committee and Board Chairs