



## *Township of Bedminster*

### Building Use Policy One Miller Lane

- A. Eligible Groups. Groups who may use either the Meeting Room or the Conference Rooms, include:
1. Township Committee
  2. Municipal Staff
  3. All volunteer Township Boards, Committees, Commissions, and Citizen Task Forces appointed by the Township Committee.
  4. Weddings performed by the Mayor, Deputy Mayor, and Municipal Judge
  5. Programs, classes, and events sponsored by the Township.
  6. Non profit Bedminster civic, sports and cultural organizations.
- B. Insurance. At least two weeks in advance, outside groups using municipal facilities shall provide a Certificate of Insurance for \$1 million and a Hold Harmless Agreement to the Administrator to be approved by the Township Risk Consultant. This proof of insurance shall be valid for one year.
- C. Scheduling Rooms. The Meeting Room, Conference Rooms A & B, and the Executive Session Conference Room shall be scheduled by sign up.
1. Signup shall be on the calendar in Administration. If there is a conflict in time, usage shall be determined by eligible group priority or special circumstances as decided by the Administrator or her representative.
  2. During work hours, municipal staff use shall take priority
  3. Signup shall normally be at least one week in advance.
- D. Access to the Building during non office hours. Access shall be controlled by card and access code.
1. Township Committee members, employees working at One Miller Lane, other selected employees, and chairs of volunteer boards, committees, and commissions shall have programmed card access into the building.
  2. For outside users, a responsible party shall be designated in advance who shall obtain an access card from the Office of the Administrator, pre-programmed for the date and room usage. The access code will expire at a designated date. The card must be returned within two days of use.