Maynard Fire Department

30 Sudbury Street
Maynard, Massachusetts 01754
(978) 897-1015
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Fire Chief & Emergency Management Director
Angela Lawless

Fire Department Meeting Room Policy

1. The Town of Maynard (the "Town") Fire Department (the "Department") building, located at 30 Sudbury Street, Maynard, MA 01754, has a meeting room (the "Meeting Room") that is available for public use by a third-party group or individual when it is not being used by the Department or the Town and where such use does not inhibit the ability of the Department's and/or the Town's ability to serve Town residents and the public.

2. Whether such third-party group or individual (an "Applicant") is approved to use the Meeting Room is in the sole discretion of the Fire Chief, who may do so for any reason or for no reason at all.

3. The choice of whether an Applicant is approved to use the Meeting Room and any approved use thereof is government speech to which the Free Speech Clause of the First Amendment of the United States Constitution does not apply.

4. Neither the Town nor the Department intends for the Meeting Room to serve as a forum for free expression by the public by permitting an Applicant to use it, nor have they ever so intended. Accordingly, nothing in this Policy, the Fire Chief's choice of which applicant is approved to use the Meeting Room, or the manner in which it makes such choice is made should be interpreted as designating the Meeting Room as a public forum. To the contrary, any approved use of the Meeting Room is an expression of the Department's and/or the Town's official sentiment(s); the Department and/or the Town is speaking for itself.

5. No event held on Town or Department property or elsewhere that accompanies the approved use of the Meeting Room shall have any effect on the Department's or the Town's intent as set forth in Sections 3 and 4 above.

6. To apply, Applicants must complete the Fire Department Meeting Room Application Form and submit it to the Fire Chief at least 30 business days prior to the date on which the Applicant is seeking to use the Meeting Room. This request can be completed on the Maynard Fire Department website, maynardfd.com. The form must contain, among other things, the following information:

    a. The name of the Applicant;

b. The Applicant's contact information, including email and cell phone;

c. The purpose for which the applicant wants to use the Meeting Room;

d. A detailed description of the activities that will take place;

e. If the Applicant is an organization or an individual on behalf of an organization, a description of the organization, including any local, national, or international affiliation, a brief history of the organization, the organization's website address, its nonprofit status, and any other relevant information;

f. The number of individuals who will be using the Meeting Room; and

g. The date(s) and time(s) on and during which the applicant wants to use the Meeting Room.

7. The Fire Chief or his/her designee will notify the Applicant of his/her approval or denial as soon as practicable.

8. Applicants approved to use the Meeting Room must comply with the Departments Standard Operating Guidelines on Visitors/Access to the Fire Station (SGO NO: 10.041), which is attached hereto and incorporated herein by reference. If any individual or group using the Meeting Room under this Policy fails to do so, or if any such individual or group engages in any of the prohibited uses set forth in Section 9 below, they must immediately cease such use and leave the Department premises.

9. The following uses of the Meeting Room, without limitation, are prohibited:

    a. Any use that results in damage – however minor the damage may be – to Department or Town property;

    b. Any use that constitutes a true threat, incitement to imminent lawless conduct, speech that was found by a court of law to be defamatory, or sexually explicit speech made to appeal to prurient interests;

    c. Use that violates any local, state, or federal law or regulation;

    d. Use by a for-profit entity;

    e. Use by a private business;

    f. Entrepreneurial use;

    g. Commercial use;

h. Solicitation or development of a private business;

i. Use by a for-profit entity;

j. Use for political or campaign purposes;

k. Any use by a group of 50 or more; and

l. Use that requires membership or a fee to participate in said use.

10. Any Applicant approved to use the Meeting Room must agree to the terms and conditions of this Policy and agree to hold the Town of Maynard, the Maynard Fire Department, and all Department staff and other Town employees harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such Applicant's use of the Meeting Room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to Meeting Room or any other Department or Town real or personal property; the cost of employee overtime, if caused by the approved use of the Meeting Room; and any claim asserted by any third person against the Department, the Town, and/or any Department staff or other Town employees on account of any alleged injury causally related to the approved use of the Meeting Room, together with defense costs including reasonable attorneys' fees.

    Said writing shall also constitute a release by the group and each and all of its members or by the individual of any claim against the Department the Town of Maynard, or the Department staff or other Town employees for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of a meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Department, the Town of Maynard, or the Department staff or other Town employees.

    The Fire Chief reserves the right to require any Applicant to supply a certificate of insurance, from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Fire Chief may reasonably deem appropriate, such amount not to exceed $1 million, naming the Department and the Town as an additional insured, and covering damage to any Department or Town real or personal property and any injury to persons caused by the approved use of the Meeting Room. Said certificate shall evidence that the insurance it represents is not cancelable except on at least ten (10) days' written notice to the Fire Chief. In the event of such cancellation, the Meeting Room reservation shall be canceled unless the group or individual forthwith substitutes a new insurance certificate meeting the aforesaid requirements.