



Town of Hubbardston Policies

Meeting Room Policy

The three primary meeting rooms for official Hubbardston business are the Slade Meeting Room, the Library Basement Meeting Room and the Senior Center.

- 1.) Boards and Committees that have “permanent postings” shall have priority for the meeting room in which they normally meet.
- 2.) It is the responsibility of each Board and Committee to schedule where it will meet. It should not be assumed that a room would be available.
- 3.) The use of the Senior Center is on a first come first serve basis and requires permission from the Council on Aging or the council’s designee. Signup is available on the scheduling calendar on the council on aging desk.
- 4.) The small meeting room in the Library Basement shall be first used by a Committee that posts a permanent meeting and then any others when it is not booked. The Library Trustees retain full authority on the use of this room.

Adopted: November 12, 2008

Revised: December 16, 2019