

Code Enforcement Office

ROOM RESERVATION REQUESTS

In the Town office, there are three rooms that can be reserved by certain individuals and/or organizations for Town-affiliate, Town-related, or community-related activities and/or events.

Other individuals or organizations who request a room reservation for a personal event such as a baby shower, or a meeting or event that is not Town related, such as a Weight Watchers meeting, the individual should be referred to the Community Center, which is better equipped to accommodate catering, kitchen use, etc. The Community Center is located at 71 Norton Street, Phone: 207.384.3306.

1. The Town office rooms are typically available only for Town-related or community-related activities and/or organizations, such as the Cemetery Commission, the Historic District Commission, the Conservation Commission, etc.
 - a. The available rooms are:
 - **1st Floor Meeting Room** – located in the basement; this room is set up in a U-shape table style and can accommodate up to 20 people.
 - **3rd Floor Meeting Room** – located on the 3rd floor across from the Economic & Community Development Director's office; this room is set up in an oval boardroom table style and can accommodate up to 10 people.
 - **Auditorium** – located on the 3rd floor; this room is a large space and is typically used for training, meeting, or event for a larger group, and can accommodate up to 100 people. The Auditorium may not be used for active events.
 - b. The set up of the rooms may be modified for the requested meeting, but the requestor must be informed that the room must be returned to the room's original set up.
 - c. Catering is not typically allowed, but light refreshments can be placed in the 3rd floor kitchen, including the refrigerator.
 - d. There is no charge for the use of the Town office rooms.
2. Provide the individual with a **Town Hall Room Reservation Request** form to complete.
 - a. Review the submitted form to ensure that it is properly completed.
 - b. Complete this shaded portion of the form.
3. Enter the Meeting Details in the South Berwick Calendar (Shared)
 - a. Open the shared South Berwick Calendar:
<https://sbmaine.sharepoint.com/sites/SouthBerwickCalendar/Lists/South%20Berwick%20Calendar/calendar.aspx>
 - b. Based on the Number of Participants indicated on the form, determine the appropriate meeting room.

- c. Search for the date the individual is requesting to make sure a room is available.
- d. **Double-click** in the cell for the date selected OR **Click** in the cell and **Click** on **Add**. On the **New item** pop-up window, enter the meeting/event details:

Title (of meeting/event):	Enter the name of the organization/entity/group (e.g., Cemetery Association, Girl Scouts, Non-profit Veterans)
Location:	Specify which Town Hall room (1 st Floor Meeting Room, 3 rd Floor Meeting Room, Auditorium)
Start Time: End Time:	Enter the meeting date, and the meeting start time and the meeting end time (meetings may be scheduled for a weekend day)
Description:	Enter the name of the individual requesting the room reservation, the individual's phone number, the number of attendees, and the meeting/event reason (e.g., Annual Meeting, Regular Meeting, etc.)
Category:	Click the Down Arrow and Select Meeting
All Day Event:	Leave unchecked
Recurrence:	Select and enter details only if applicable
	Click on Save

- e. Once the room reservation is saved in the shared calendar, provide the individual with the 5-digit door entry code for the Town Hall entrance door in the back of the building.
- f. Make a copy of the form (both sides) and provide to the individual.
- g. File the Town copy in the folder marked "TH Room Reservations."

South Berwick Calendar - New Item



EDIT



Save



Cancel



Paste



Cut



Copy



Attach
File



Spelling



Commit

Clipboard

Actions

Spelling

Title *

Location

Start Time *

 

End Time *

 

Description

Category

Specify your own value:

All Day Event

Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence

Make this a repeating event.

Save

Cancel