

**CITY OF ESSEX JUNCTION
CITY COUNCIL POLICY
REGARDING THE USE OF THE LINCOLN HALL CONFERENCE ROOM**

A. PRIORITY: The primary use of the Lincoln Hall Conference Room is for municipal government operations. The following shall be the priority use of the Conference Room:

1. City Council meetings
2. Planning Commission and Development Review Board meetings
3. Meetings of other municipal boards, commissions, and committees
4. Governmental agencies sponsoring hearings or meetings relevant to the citizens of Essex Junction
5. Meetings sponsored by those renting space in Lincoln Hall
6. City of Essex Junction non-profit or service groups
7. Other

B. RESTRICTIONS:

1. The Conference Room shall not be used for any purpose that may cause a disruption of the governmental operations of the City of Essex Junction.
2. The Conference Room will not be available for profit-making purposes.

C. FEES:

There will be no fee for the use of the Conference Room. However, donations will be accepted and deposited into the general fund miscellaneous revenue account.

D. REGISTRATION:

1. Reservations must be made at least 7 business days in advance with the Administrative Assistant by calling 802-878-6944, emailing admin@essexjunction.org, or stopping by the Municipal Offices at 2 Lincoln Street (Monday-Friday 8:00 AM to 4:30 PM).
2. Use of the Conference Room shall be on a first-come, first-served basis. However, if the use of the Conference Room is in conflict with a higher priority use that may evolve at a later time, the City Manager reserves the right to cancel any prescheduled use of the Conference Room.
3. A key fob shall be signed out with the Administrative Assistant and must be returned to the Administrative Assistant the next business day unless other arrangements have been made.

E. REGULATIONS:

1. Individuals or groups shall be responsible for any damage occurring during the use of the building.

2. All individuals or groups shall clean up the Conference Room and leave it in a condition suitable for the next use.
3. Alcohol, illegal activities, or illegal drugs are not allowed on City premises. Smoking and vaping are prohibited within Lincoln Hall.
4. All individuals or groups shall comply with any specific rules established by the City Manager regarding their particular use of the building.
5. Individuals using the Conference Room for non-municipal purposes should not use the parking spaces adjacent to Lincoln Hall. They are encouraged to use the parking spaces behind the Fire Station and the Brownell Library.

F. NON-COMPLIANCE:

Any individual or group who does not return or loses the key fob will be charged a \$25 fee for replacement. Any individual or group who does not comply with this Policy may be denied future use of the Conference Room.

Adopted by the Village of Essex Junction Board of Trustees on the 24th day of September, 1996. Revised on 9/14/2004. Revised by the City Council on 11/12/2025.