

Town of Yarmouth
USE OF COUNCIL CHAMBERS POLICY

Effective: July 10th, 2025
TOY 82



1.0 Purpose

The purpose of this policy is to ensure the Council Chambers are used respectfully, efficiently, and consistently by Town of Yarmouth staff. The Chambers are a formal meeting and event space that must be maintained in a professional state at all times. This policy outlines responsibilities for room setup, use of technology, and post-event cleanup and restoration.

2.0 Scope

This policy applies to all Town of Yarmouth staff who book or use the Council Chambers for internal meetings, public receptions, workshops, training, or other staff-led events.

3.0 Booking and Authorization

3.1 Staff must book the Chambers in advance through the CAO's Executive Assistant or designated administrative staff.

3.2 The purpose and expected duration of the event must be noted at the time of booking.

3.3 Conflicts with Council meetings or statutory public meetings will be resolved by giving priority to those formal uses.

4.0 Room Setup and Configuration

4.1 Staff are responsible for setting up the room according to their event needs.

4.2 Any furniture moved (tables, podiums, chairs, etc.) must be handled with care and returned to its standard Council meeting configuration immediately following the event unless otherwise approved.

4.3 A diagram of the standard layout will be posted in the Chambers or available from the CAO's office.

5.0 Use of Technology and Equipment

5.1 Only trained staff may operate Council Chamber audio-visual (AV) equipment, including microphones, projector, web conferencing systems, and voting devices (if applicable).

5.2 Requests for IT support must be made in advance through the Town's IT provider or designated staff.

5.3 Personal devices must not be connected to Chamber AV systems without prior approval and oversight.

6.0 Catering, Food, and Beverages

6.1 Light refreshments (e.g. coffee, tea, snacks) are permitted during staff meetings or receptions. Meals should be limited and require prior approval.

6.2 All food and beverage waste must be disposed of properly, and any surfaces must be cleaned immediately after the event and dishes should be placed in a dishwasher.

6.3 Staff are responsible for ensuring spills are cleaned and no garbage is left behind.

7.0 Restoration of the Chambers

7.1 The Council Chambers must be returned to its standard configuration and professional condition immediately following the event, or by 8:30 a.m. the next working day.

7.2 Lights must be turned off and doors secured after use.

8.0 Responsibilities and Compliance

8.1 The lead staff member who booked the Chambers is responsible for ensuring this policy is followed.

Clerk's Annotation for Official Policy Book	
Date of Adoption: July 10 th , 2025	
I certify that this 'Use of Council Chambers Policy' was adopted by Council as indicated above.	
Town Clerk:	Date:

Staff Checklist

Before Your Event:

- [] Booked the Council Chambers through the CAO's office?
- [] Noted purpose, time, and setup needs?
- [] Requested AV/IT support if needed?
- [] Received approval for any food or refreshments?

Setup:

- [] Furniture arranged carefully for your needs?
- [] AV system operated only by trained staff?
- [] All equipment tested (if required)?

During the Event:

- [] Food and drink used responsibly?
- [] All spills cleaned up immediately?
- [] Kept room tidy and professional?

After Your Event:

- [] Furniture returned to standard Council layout?
- [] All garbage and food waste removed?
- [] Surfaces wiped down?
- [] Lights off, doors secured?

Deadline:

Room must be reset immediately after the event or by 8:30 a.m. the next working day.