January 30, 2020

Dear Valued Community Organization,

As we begin a new year we welcome your organization to use our Community & Government Center for your meeting needs.

To keep our building looking its best and keeping up with cyber security, there are some guidelines we need your organization to follow:

1. Please contact the Town Clerk, Melissa Haacke at 585-948-5835 ext. 101 or 585-314-4501 to schedule your meeting date or yearly meeting dates.
2. Please provide a copy of your organization's insurance listing the Town of Oakfield as additional insured.
3. When using the Community & Government Center for your meetings, you are expected to use the Conference Room unless otherwise requesting the whole room with gallery.
4. If the Conference Room is not conducive for conducting your meeting or you are conducting an Information Meeting, please contact the Town Clerk, Melissa Haacke, 585-948-5835 ext. 101 or 585-314-4501 or Administrator of Buildings & Grounds, Michael W. Schultz at 585-948-5835 ext. 103 or 585-356-4130. We will set the larger room for you to use the gallery. Please be aware, the Town Board dais is NOT to be used by your organization.
5. Instruction on how to project what is on your computer to the tvs will be provided, please ask before your event.
6. CHILDREN: we understand that there are times committee members must bring their children to a meeting. Please keep them off the dais, do not allow them to touch anything such as computers, tablets, notebooks, papers. Most especially, do not let them play with the microphones.
7. Light snacks may be provided if you choose, but please inform us of any spills.
8. When entering or exiting the building, please DO NOT touch any light switches. The lights throughout the building are on motion sensors, please do not attempt to "shut off" the light.

We thank you for your attention to these rules. May 2020 be a successful year for your organization and its endeavors.

Respectfully,

Oakfield Town Board
Michael W. Schultz, Administrator of Buildings & Grounds
Melissa M. Haacke, Town Clerk