# TOWN OF BUTTERNUTS

## BUILDING-USE POLICY

**Adopted as amended October 14, 2026**

### I. PURPOSE OF TOWN HALL

The town hall of the Town of Butternuts is owned and supported by the taxpayers of the Town, including taxpayers of the Village of Gilbertsville. Its primary uses are:

- Meeting room for the Butternuts Town Board, whose meetings are open to the public.
- Office for Town Supervisor;
- Office for Town Clerk;
- Office for Town Tax Collector;
- Office for Town Assessor;
- Town Court/Town Justice;
- Office for Town Historian

If a Polling Place Agreement has been signed between the Town of Butternuts and the Otsego County Board of Elections, the Board of Elections' use of the Butternuts Town Hall will supersede any other use. No meetings of any kind may be held on the day before, of, or immediately after Election Days, which include General Elections, Primary Elections, or elections of any kind.

### II. AUTHORIZED USES

Besides meetings of the Town Board, other authorized meetings include:

- Any authorized committee of the Town Board;
- Meetings of the Town Planning Board;
- Swearing-in ceremonies for elected officials of the Town;
- Wedding ceremonies performed by the Town Justice.
  (Wedding receptions will **NOT** be permitted.)
- Special requests for use will be considered by the Town Board on a case by case basis.

### III. KEYS TO TOWN HALL BUILDING

Any elected or appointed official requiring access to the Town Hall shall be issued a non-duplicatable key by the Town Supervisor.

The Town Custodian will be issued a non-duplicatable building key.

### IV. PROCEDURES FOR USE

For scheduling purposes, the chair of a Town committee will notify the Town Clerk of the date and time of a committee meeting.

**V. TERMS OF USE**

- A $40 non-refundable building use fee will be paid upon approval of the building use application.
- Use of tobacco, alcohol, illegal drugs is strictly forbidden in the Town Hall and offices.
- A no-soliciting policy is also in place.
- Minimal food and drink will be allowed at meetings taking place in the Town Hall. Building users may bring carafes, paper cups, plates, and plastic utensils as desired.
- A coffee maker will be available in the Town Hall meeting room. Building users will unplug and wash the coffee pot and take out any trash created as a result of their meeting.
- Folding chairs and three tables are available for use in the Town Hall during a meeting; however, users will return the room to the condition in which they found it before leaving.
- All lights turned on for the meeting must be turned off before leaving the building.
- It is strictly forbidden to use tape, tacks or nails on or in the walls.
- A unisex, handicapped accessible restroom is available for use.