



Town of Mount Desert

21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232
Web Address www.mtdesert.org

MEETING ROOM USE POLICY

The Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor is available for public meetings related to Town business. Admin Office staff will maintain a schedule of the Meeting Room uses; and will update Dispatch at least weekly.

To schedule use, please call the Town Office during business hours: 8:30 a.m. to 4:30 p.m., Monday – Friday at 276-5531.

For meetings held during Town Office business hours, the primary contact will enter the Meeting Room through the Town Office, unlock and open the outside Meeting Room door, and set-up the room as needed. At the end of the meeting, the room is to be returned to its original set-up, thermostat set at 65°, outside door locked, and all lights turned off. If the sandwich board sign is used, it is to be brought inside.

For meetings held outside Town Office business hours, the primary contact will enter the Meeting Room via Dispatch, go upstairs, unlock and open the outside Meeting Room door, and set-up the room as needed. At the end of the meeting, the room is to be returned to its original set-up, thermostat set at 65°, outside door locked, and all lights turned off. If the sandwich board sign is used, it is to be brought inside. Dispatch is to be notified when the building is vacated.