

Town of Wolfeboro
Town Hall Building Key Policy

Keys to the Town Hall will be issued in order to protect the security of the Town Hall, its business offices, equipment and records, and to manage the use of the Town Hall under the following conditions:

1. Keys may be issued by the Town Manager to the following elected officials for the duration of their term, employees during the duration of their employment, and contractors needing access to the Town Hall while contracted by the town:
 - A. All regular full and part time employees whose primary place of work is in the town building.
 - B. All members of the Board of Selectmen who wish to have a key.
 - C. With the approval of the Town Manager, vendors and/or contractors who regularly access the town building after regular business hours including but not limited to the town's contract assessor and office cleaning company.
2. Keys may be issued to individuals on an "as needed" basis for official town meetings or special events, with the approval of the Town Manager. All such keys will only be issued for the time necessary to access the building for a specific meeting or event. Individuals are not to retain town building keys on a long term or permanent basis.
3. Boards and Commissions using the building for meetings outside of normal business hours shall sign the access key out prior to the meeting and return it to the Town Manager's Administrative Assistant within 1 business day of said meeting.
4. **General Terms and Conditions:**
 - A. All town building keys are numbered and each individual will be responsible for the specific key issued to him/her. The Town Manager's Administrative Assistant will maintain the master key list indicating which key was issued to whom.
 - B. All individuals issued a key must return his/her key to the Town Manager's Administrative Assistant or the Town Manager upon separation from employment or expiration of his/her term or service.
 - C. No employee shall lend their key to anyone else without the prior permission of the Town Manager.

Approved: November 18, 2015