



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

CITY COUNCIL

TEL: (207) 623-4021, Ext 203; FAX (207) 621-8317

POLICY 2016-03 PUBLIC ACCESS TO CITY OWNED BUILDINGS

While it is the preference of the City of Hallowell that citizen's access city owned buildings with the presence of city staff, the City recognizes that on occasion citizens will need to access city owned buildings without staff present. This policy outlines the proper procedures for citizens to follow.

1. Citizens should provide prior day hour advance notice to the City Manager, City Clerk or designee of need to access city owned buildings and obtain permission
2. It is the expectation of the City that on limited occasion's citizens may provide less than 24 hour notice, short notice is strongly discouraged.
3. Once the City Manager or department supervisor approves citizen access to city owned buildings they will then provide the citizen with direction on access to the building including keys and proper lock-up procedures.
4. Keys issued must be promptly returned to the City Manager, City Clerk or designee
5. The City Manager has discretion to limit citizen access to city owned buildings

Approved by the City Council on September 12, 2016.