



TOWN OF TEWKSBURY

FIRE DEPARTMENT

21 TOWN HALL AVENUE
TEWKSBURY, MASSACHUSETTS 01876

Michael Hazel, Chief of Department
(978) 640-4410 ~ Fax (978) 640-4499

The Community Room is available for the purpose of holding cultural, civic, non-commercial educational meetings or Town department, board, commission, or committee meetings. The community room shall not be used for any political, religious, or for-profit commercial purposes.

- Meetings are confined to the Community Room only.
- No activity should take place in any other area of the Station or property.
- The occupant load shall not exceed 22 persons as determined by the Town Building Commissioner.
- No smoking is allowed in the building.
- The use of any equipment including but not limited to projectors, TVs, and/or audio devices require prior notice to and authorization by the Chief of the Fire Department or his designee.
- Arts and crafts, the use of markers or paints, food, and/or drinks in the Community Room are prohibited.
- The room must be left neat and clean after each meeting and all trash and debris must be removed from the property.
- The contact person for the group or organization will be held responsible for any and all actions or events that take place during the meeting date(s) and time(s) he or she applied for and was approved for.
- The Community Room is located within an active Fire Station. Minor children must be attended to at all times.
- The Community Room will not be available for use when the Station is, or has the potential to be, closed due to fiscal constraints.