



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360

Title	1749 Courtroom Usage Policy
Date Approved	July 29, 2025

1. PURPOSE

This policy governs the use of the courtroom at the 1749 Courthouse Museum ("the Museum"). The function room is available for meetings, lectures, workshops, private events, and other approved functions.

1.1 Changes to Policy

This Policy may be updated and amended at the discretion of the Town Manager with the approval of the Select Board.

2. ELIGIBILITY

2.1 Use of the courtroom is open to:

2.1.1 Town staff for official activities

2.1.2 Town organizations

2.1.3 Private individuals or groups, subject to approval

2.2 All use must not interfere with public access to exhibits or other museum operations.

3. BOOKING PROCEDURES

3.1 All bookings must be made through the Museum Director and approved by the Town Manager.

- 3.2 A completed Courtroom Request Form must be submitted at least 4 weeks prior to the event.
- 3.3 Approval is granted on a first-come, first-served basis, pending availability and appropriateness of the event.

4. ROOM USAGE GUIDELINES

- 4.1 The room must be used only for the purpose stated in the Courtroom Usage Request Form
- 4.2 Maximum occupancy (100 people) must not be exceeded.
- 4.3 No fasteners, anchors, tacks, or adhesives may be used on walls or furnishings.
- 4.4 All equipment must be pre-approved and compatible with museum facilities.
- 4.5 Events must not disturb other museum activities.
- 4.6 No food or non-water beverage is to be served without prior authorization.

5. CLEANUP AND DAMAGES

- 5.1 Users are responsible for returning the room to its original condition.
- 5.2 All waste must be removed by the user.
- 5.3 The user will be responsible for remediating any damages to the building or damages to the artifacts in the Museum's collection caused by the user.
- 5.4 Security footage will be retained in accordance with the Massachusetts Municipal Retention Schedule.

6. INSURANCE AND LIABILITIES

- 6.1 Users may be required to provide proof of liability insurance.
- 6.2 The Museum is not responsible for loss or damage to personal property during use of the courtroom.
- 6.3 The Museum does not meet ADA standards for accessibility

7. PROHIBITED ACTIVITIES

- 7.1 Smoking, open flames, and hazardous materials are strictly prohibited.

- 7.2 Activities that involve loud noise, offensive content, or that violate local ordinances are not permitted.

8. ACCESSIBILITY

The 1749 Courthouse Museum is currently not fully accessible under the Americans with Disabilities Act (ADA). The building is listed on the National Register of Historic Places, and as such, is subject to specific preservation guidelines that limit the extent to which structural modifications can be made without compromising its historical integrity. While we strive to assist individuals with limited mobility whenever possible, some accommodations may be limited.

9. ENFORCEMENT

The Museum reserves the right to refuse or terminate access to the courtroom for any group or individual who violates this policy.

10. CONTACT INFORMATION


For inquiries or reservations, contact:

Connor Anderson

(508) 322-3388

canderson@plymouth-ma.gov

Signed By:



Chair, Select Board



Town Manager



Date



Date

1749 Courthouse Museum
Courtroom Usage Request Form

Please complete the following form to request usage of the courtroom at the 1749 Courthouse Museum. Submission of this form does not guarantee reservation. Conformation will be sent upon approval.

1. Applicant Information

Name of Individual or Organization:

Contact Person (if different):

Email Address:

Phone Number:

Mailing Address:

2. Event Details

Type of Event (e.g., meeting, seminar, reception, etc.):

Event Description:

Expected Number of Attendees (Maximum of 100): _____

Preferred Date(s):

_____ to _____

Preferred Time(s):

Start: _____

End: _____

Is this a recurring event?

☐ Yes ☐ No

If yes, please specify frequency:

3. Room Setup Requirements (use additional page if necessary)

4. Acknowledgment and Signature

I hereby acknowledge that I have read and understood 1749 Courtroom Usage Policy and agree to comply with all terms and conditions. I understand that submission of this request does not guarantee room availability or approval.

Signature:_____

Printed Name:_____

Date: _____

Submit Completed Form To:

Connor Anderson

canderson@plymouth-ma.gov

26 Court Street

Plymouth, MA 02360