

## Shutesbury Town Hall WiFi Public Use Policy

This policy is for the use of the Shutesbury Town Hall downstairs main meeting room as a public service for use of the “**Townhall-guest**” wireless network for high speed Internet access. The public is welcome to access this network (**no password required**) keeping in mind the following points:

1. Access to this room is only available when a town employee or town official is in the building, and will immediately terminate at any time that the last official with a key states it is necessary to leave the building.
2. Public meetings and other municipal activities are often held in this room. While it may be possible to use the WiFi without interrupting such meetings/activities, determination of access at this time is the purview of the meeting chair or specific activity director.
3. Use of the guest WiFi is directed to the lower level in order to limit interruptions to the work of town employees, including calls for hours when the building will be open, or questions concerning Internet access. **If the building is locked, the public should still be able to access the Internet from vehicles parked on the west (right) side of town hall.**
4. The public should keep in mind that a majority of town business is conducted on the main floor of Town Hall. Please respect the quiet, safety and privacy of town employees.



Elaine Puleo, Chairman  
Shutesbury Board of Selectmen