

**VILLAGE OF COLD SPRING  
ACCESS & RECORDING POLICY  
NOVEMBER 2023**

**VILLAGE HALL**

The primary purposes of operations within Village Hall are: (1) to provide services and operations to Village residents; (2) to act as the repository of vital records and other government records (3) to house the operations and records of the Village of Cold Spring Justice Court; (4) to provide a safe workplace environment for Village employees and volunteers. Areas within Village Hall may be restricted depending on the intended use of the area.

The Village Hall's two conference/meeting rooms are declared to be non-public forums unless or until a public meeting is convened in such areas pursuant to public notice. If an executive session or closed attorney client privileged meeting is necessary before, during or after a noticed public meeting, the public must leave the conference/meeting room during the executive session or closed meeting. All Village employee offices and work areas shall also be considered non-public forums. Members of the public are prohibited from entering these non-public forums, unless invited and escorted by a Village employee/official. All other areas within Village Hall (the entryway, hallway and restrooms) are hereby designated as limited public forums and only persons who are present to engage in legitimate public business, during business hours, with Village employees/officials are authorized. The Village Board is hereby authorized to manage public access to areas within Village Hall, even limited public forums like the hallway. It shall be a violation of this policy to be within a non-public forum or limited public forum without authorization. Unauthorized persons who refuse to leave Village Hall upon request shall be considered be trespassing.

Except within the two Village conference/meeting rooms in which a public meeting is being conducted pursuant to a public notice, it shall be unlawful and a violation of this policy to record video and/or sound within Village Hall, without the consent of all persons whose voice or image is being recorded. This prohibition shall not apply to any law enforcement activities. If a person refuses to cease recording, after being advised it is a violation of this policy, such refusal shall be considered a disruption to the work of Village government and the persons must immediately leave as they will be considered a trespasser. To prevent obstruction of government administration, and ensure protection of government records, recording and photography from the entryway or hallways into staff offices is also prohibited at all times.

During the proceeding hours of the Village Court, no recording or photography is permitted in any room, hallway or area of Village Hall.

**OTHER VILLAGE FACILITIES**

The purpose of Village Facilities is to provide services and operations on behalf of Village of Cold Spring residents. In order to protect public and employee safety, these areas are designated non-public forum areas and access to the following Village Facilities is by authorized personnel only:

- The Roadways & Facilities Garage
- The Water Treatment Plant
- The Wastewater Treatment Plant
- The Cold Spring Police Department Station
- The Cold Spring Fire Company House
- Storage and Supply Areas at Mayor's Park

For security and safety purposes, members of the general public are not only prohibited from entering the above Village Facilities; but if they have entered without authorization, they must leave immediately, and they are not permitted to record during their unauthorized time on the properties with Village Facilities.