

Policy for use of Town Hall

Purpose and Need for Policy

The purpose of this policy is to set forth procedures to respond, in a consistent manner, to requests for use of the Town Hall—during and after normal hours.

Policy

The Town Hall, meeting rooms, stage, and kitchen are available for use, during normal business hours. After hours use is subject to payment of an hourly fee.

Scheduling limitations could be applicable, pending approval of the Town Board.

Other areas (including offices, and leased space) are designated as working areas and are not available for use.

All office and building space use is subject to Town Board approval. Building assignments, etc. may be reassigned or reallocated at the sole discretion of the Town Board.

Any events that do not take place will have all fees immediately returned (less the \$20.00 application fee). All use permits are non-transferable from one organization to another, or for a date change. Either situation will require a new request and approval.

Organizations or events are never considered "grandfathered in." In the case of a repeat use, a new application must be submitted for approval.

All decisions by the Palmyra Town Council are final and uncontestable.

Procedure to Accomplish this Policy

1. Requests for reservations will be directed to the Town Clerk who will maintain a master calendar of reservations for meetings of the Town Board, boards and commissions, other committees / municipal functions and the public.

2. First priority for use of Town facilities shall be for Town meetings, staff uses and other Town-sponsored functions and activities.
3. Second priority for use of Town facilities shall be for meetings, functions and other activities sponsored by Federal, State, County, Town residents or Private Organizations—in that sequence of priority. All use of the Town facility must have a benefit to the residents of the Town.
4. All reservations will be on a first-come-first-served basis, based on the sequence in which completed applications are received.
5. Smoking, or tobacco use is not permitted in municipal buildings.
6. All recurring events must be planned and approved on a maximum of a one-year term basis.
7. No alcoholic beverage or illegal drugs, of any kind, shall be allowed on premises.
8. The Town of Palmyra reserves the right to cancel any reservation previously scheduled by any organization.
9. All Non-Town sponsored use of municipal facilities shall be by permit, to be issued by the Town Clerk.
10. The permitted shall accept the premises as is, and shall restore the premises used to the same condition at the end of each use. The permitted shall make no changes or alterations to the premises without prior written approval of the Town Clerk. The permitted shall be responsible for removing all litter and trash from the permitted area to suitable trash containers or off the premises.
11. The permit includes the right of the permitted to use electricity from existing outlets. The use of additional electrical cords, must be (UL) approved and include GFI outlets.
12. The permitted shall be responsible to the Town for any and all damage to any Town property in the area for which the permit is issued including, but not limited to, sprinklers, grounds, plantings, walkways or building, whether or not the damage was caused by the permitted, or by patrons, guests or invitees.
13. The permitted shall allow appropriate Town, County or State representatives to conduct any inspection which may be required or deemed necessary in this regard, or to insure the public health, safety or general welfare.
14. The service of food or drink, operation of concessions, or the use of a caterer (food allowed in Kitchen, Dining Room, and Gymnasium) in conjunction with any permitted use is subject to the prior written approval of the Town Clerk.

The permitted is responsible to insure that any area, which is used for these activities, is cleaned up and restored to the condition it was in at the time the permitted took possession.

15. The permitted shall be responsible for insuring that any and all persons furnishing food in connection with an event for which a permit is issued has complied with all state, county and local laws and regulations with respect to such activity.
16. As a condition of issuing a permit, the applicant shall furnish evidence of comprehensive general liability insurance in the minimum amount of One million dollars (\$1,000,000.00). The Town shall be named as an additional insured on the policy. A certificate of insurance, evidencing compliance with the requirements of this section, must be filed with the Town Clerk prior to the event for which the permit is issued. (A waiver can be submitted to the Town Board to approve a lesser dollar value of insurance, if applicable).
17. A permit fee of \$10.00 per hour shall be paid at the time the permit is issued. This will cover the cost of a Town of Palmyra employee to be present during the Activity.

This is required, outside of Town Hall Business Hours, which are *Monday – Friday 8:00 a.m. to 5:00 p.m.*). If an employee of the Town of Palmyra volunteers to be present for the entire activity, this fee can be waived.

The Town Board can waive this fee if:

If a \$20.00 a Non-Refundable application fee is paid, per event.

The Town has the option to approve a recurring, unsupervised event: (A town employee is not present). The user is required to submit a \$100.00 deposit (refundable if not used) to cover any costs related to the use of the facility (resulting in expense to the town) as a result of their event. If costs exceed \$100.00 the user is responsible to pay outstanding amount.

In a recurring event situation, the town will hold this “deposit” till the use permit has ended.

Any organization that has been granted this exemption will be issued one set of building keys. The person authorizing the permit will be responsible to manage their proper use.

18. Property owned and used by the permitted shall be removed from the municipal facility immediately after use. The Town is not responsible for property brought into the municipal facility, during or after use.
19. The authorized representative executing the permit application in consideration of receiving permission to use municipal facilities for himself/herself and the organization represented by its members, releases the Town of Palmyra, its Town Council, employees and agents from all claims and liability arising from or during the use of municipal facilities, and agrees to indemnify and hold harmless said released parties from all claims of any nature.
20. Permitted as a condition of use must agree to comply with the policies set forth herein and all other Town of Palmyra codes and regulations.

21. Exits shall be unlocked and properly maintained during all permitted events.
22. Any decorative material used must be approved fire retardant material.
23. Parking shall not be allowed which would obstruct exits or ingress of emergency vehicles and personnel.
24. Tables and chairs must be arranged in order to provide safe and unblocked exiting. No open flames (such as candles) are permitted in the building.
25. Other safety requirements may be required due to the nature of the event. Any events with Youths (18 years or younger) will have adult supervision of a 10-youths- to-1-adult, ratio (with no minimum of youths), adult supervision must be 2 deep. The person authorizing the permit is responsible to obtain adequate supervision and make sure the premises are vacant at the close of their function and the premises are properly locked up.
26. An approved sign permit must be obtained for all temporary signs before installation of such signs.
27. A facility use permit shall not authorize the use of the name of "The Town of Palmyra" in program publicity or automatically imply co-sponsorship. Nor shall any literature distributed relating to permit use imply Town sponsorship unless the Town Council approves the event.
28. Each permitted will be required to perform all clean up and return the facility used to its original condition after use. If this requirement is not met, the Town will perform the required work and bill the permitted for all costs incurred.
29. Upon approval of the permit, the Town Clerk will issue keys to the building as required. Keys will be issued to a specific "Authorized person" who agrees not to duplicate these keys, and to return them to the Town Clerk the day following facility use.
30. Violation of any of the rules and regulations so stated may result in the loss of future privileges to use municipal facilities.
31. Definitions: Residents are defined as individuals who live within the corporate boundaries of the Town of Palmyra.

Town of Palmyra

APPLICATION FOR PERMIT TO USE MUNICIPAL FACILITIES

Name of Organization: _____

Mailing Address: _____

Town of Palmyra / Person Responsible: _____

Organizational / Person Responsible: _____

Telephone: (Work) _____ (Home) _____

Is this a fundraiser? _____ If yes, who do proceeds go to? _____

Date of Application: _____ Date(s) of use: _____

Rooms Requested: _____

Benefit to residents: _____

Time Requested: From: _____ To: _____

Type of Event: _____

Estimated Number of Participants: _____ Number of Hours: _____

Have you used Town facilities before? _____ If so, when _____

Insurance Policy No. _____ Insurance Agent: _____

Key issued to: _____ Telephone: _____

Permit Fee Paid: \$ _____ Deposit Paid: \$ _____ Date _____

Note: Authorized Signature below (Age 21 Or over) acknowledges that the authorized representative has read and agrees to abide by all rules and regulations outlined in this Town Council Policy. Insurance Certification and payment of fees should be attached and submitted at the time of application.

Make checks payable to "Town of Palmyra".

Authorized Signature _____ Date _____

Approved? _____ Town Clerk: _____ Date _____