

Single Use Policy for 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 Town Hall - during and after normal business hours.

Policy

The Town Hall, meeting rooms, stage and kitchen only are available for use, during normal business hours, at no charge. After hours usage is subject to a usage fee. All usage is subject to approval and can be reassigned or relocated at the discretion of the Board or Clerk's office. First Priority for use is for Town purposes, staff use and any Town-sponsored function or activity. Second Priority shall be for meetings, functions and other activities sponsored by Federal, State, County or Town organizations. Reservations will be taken on first-come, first-served basis, based on the sequence in which completed applications and deposits are received. Recurring events must be applied for, and paid for, annually. All decisions by the Palmyra Town Board are final and uncontestable.

Procedure, Requirements, & Rules

1. Requests for reservations are directed to the Town Clerk's office, where the calendar is maintained for the building.
2. Intoxicants of any kind, tobacco (smoke or otherwise) are not allowed on premises or inside the building
3. The permitted shall accept the premises as is and shall restore the premises used to the same condition at the end of each use. A checklist will be provided. No changes or alterations shall be made to the premises without prior approval. ALL litter and trash is to removed and either put inside totes behind building or removed from premises.
4. Permitted has the right to use electricity from existing outlets, additional electrical cords must be UL approved .

5. Permitted is responsible to the Town for any and all damages to any Town property . Any damages shall be promptly repaired at the user's expense. This includes, but is not limited, to sprinklers, grounds, plantings, walkways, or building, whether or not the damage was caused by permitted, patrons, guests, or invitees. Make sure to **go through checklist** before leaving the building. Be certain **all doors are secured** upon leaving the building. **Building should be left as found prior to event. (A/C or Heat set back to where it was)**
6. Town, County, or State representatives must be allowed to conduct an inspection if necessary while building is in use.
7. Service of food & drink(individual or catered), operation of concessions, once approved with application, is the responsibility of the permitted to be certain is safe, insured or permits obtained and in compliance with all state, county and local laws and regulations with respect to such activity.
8. Permitted should have Homeowner's (or Renter's) Insurance with a minimum of \$100,000.00 limit of liability. (policy should not exclude off-premises activities of insured) Applicant may be asked to furnish proof of this insurance.
9. All posted rules must be adhered to and permitted must agree to comply with the policies set forth herein, and all other Town of Palmyra codes and regulations.
- 10.Exits shall be unlocked while event is occurring. The hallways near exits should not be blocked, doorways should not be blocked either inside or in the parking lot.
- 11.Tables and chairs must be arranged so as not to be an exit hazard.
- 12.NO open flames or fires (candles) are permitted in building
- 13.Any events with youth under 18 must have adequate supervision (1:10 adult to child ratio)
- 14.No literature may list "Town of Palmyra" as co-sponsor of an activity unless approved by Town Board.
- 15.Profanity, objectionable language, disorderly acts, or illegal activities of any kind are prohibited. Those violating will be removed.
- 16.Permits may be revoked at any time, violations of any of the above, will ensure loss of future use.
- 17.Key must be returned within 3 business days for full refund of security deposit. As long as there are no other issues. (see #3)

Town of Palmyra
Application for Building Use

Name _____ Phone # _____

Address _____

Date of Use _____ Hours from _____ to _____

Rooms Needed _____

Purpose of Use _____

Number of Participants _____ Fundraiser ___ For _____

Will food be served? _____ By whom? _____

Insurance Policy # _____ Agent _____

Key # _____ Issued to _____

Permit fee paid _____ Check # _____ DL# _____

Security paid _____ Check # _____

Checks payable to "Town of Palmyra"

Usage Residents \$50.00 Non - Residents \$75.00 per day
Separate Sec. Deposit \$100.00

The undersigned is over 21 years of age and has read this Policy Agreement and attached regulations and agrees to comply with them. He/she on behalf of any named Organization does hereby covenant and agree to defend, indemnify and hold harmless the Town of Palmyra from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Palmyra's property, facilities and/or services by Individual or Organization.

Signature of Representative/applicant

Date

Approved by: _____ Date _____