

# VILLAGE OF RANDOLPH

## USE OF COMMUNITY ROOM AND KITCHEN: MUNICIPAL BUILDING

### POLICIES AND PROCEDURES

The following policies and procedures shall apply to all groups or individuals requesting use of the Community Rooms.

#### I. AVAILABILITY (ALL EVENTS MUST BE SCHEDULED)

1. All events must be scheduled with the Village Clerk/Treasurer.
2. Village-sponsored recreation programs or service programs including nutrition site programming shall have priority use of the Community Rooms.
3. The Community Rooms in the Village Hall and Library are available to groups or individuals within the Randolph area for civic, educational, cultural or any other purpose for community benefit.
4. For-Profit activities are allowed at the discretion and direction of the Village Trustees.
5. Recurring activities (weekly, bi-weekly, monthly, etc) will be allowed at the discretion of the Clerk/Treasurer and Village Trustees.
6. Your intended hours of usage must be made available to the Clerk/Treasurer for scheduling purposes. Generally, the facility will be available for use on an "after hours" basis (5pm – 12am) Monday through Friday and 8am to 12am on Saturday and Sunday. Daytime activities can be scheduled with Clerk/Treasurer.

#### II. USE OF FACILITIES

1. Groups (individuals) renting the Community Room accept responsibility for the repair and/or replacement of damaged or missing equipment or damage to the facility. **DO NOT USE push pins/tape on any walls except carpeted east/brown wall.**
2. Set up and take down of tables, chairs, and other equipment shall be done by Village personnel only. Applicant shall meet with Village maintenance personnel for set up arrangements and thermostat operation instructions.
3. All areas rented are to be cleaned. **ALL garbage is to be put in dumpster or bagged and tied if no dumpster is available.** Equipment and utensils used are to be cleaned and returned to proper storage. Tables and chairs are to be arranged in the same manner found. **The use of any type of confetti AND/OR glitter is not permitted.**
4. Groups or individuals that wish to use kitchen facilities must so indicate on the "Community Room Use Application" form.
5. People wanting to use the Public Address System will be charged for the use. (See fee on Application for Use form.)
6. **EMERGENCY DOORS ARE TO BE OPENED ONLY IN CASE OF AN EMERGENCY.**
7. **A LATE CHARGE OF \$100.00 WILL BE WITHHELD FROM THE SECURITY DEPOSIT IF A PARTY IS NOT OUT OF THE VILLAGE HALL BY MIDNIGHT.**

III. GENERAL REGULATIONS.

1. ***No smoking is permitted. (Violators will be cited.)***
2. Partisan political activities that are informational, educational, or for fund raising are allowed. Local Police Department must be notified and any appropriate fees paid for police protection necessitated by this event at the discretion of the Police Chief and the Village Board.
3. All alcoholic beverages must be served from cans, glass or plastic bottles. Soft drinks must be served from cans, plastic bottles or plastic glasses.
4. No dispensing of alcoholic beverages or soft drinks shall be done from bulk containers (1/4 or 1/2 barrels or mixing dispensers).
5. All food and beverages shall be served and consumed in the kitchen and/or community room area.

IV. APPLICATION, APPROVAL and FEES.

1. Groups or individuals wishing to use the Community Room must submit a "Community Room Use Application" to the Village Clerk/Treasurer.
2. Subject to the conditions contained herein, the Village Clerk/Treasurer and Village Trustees may approve applications for the facility's use.
3. Applications for use shall be made in advance but no longer than (12) twelve months prior to the date of requested use. A deposit is required. If cancellations are made within 30 days of your reservation date or if the community room can be rented to another party, your deposit will be returned to you as soon as possible.
4. Upon approval of a "Community Room Use Application", the applicant(s) shall pay the appropriate fee to the Village Clerk/Treasurer (see attached Application for Use form). The fees may be waived for applicants representing recognized "not-for-profit" organizations.
5. In addition to the facility's use fee presented above, all applicants will be assessed a deposit which will be held pending an "after-use" inspection of the facility. If the premises have been properly cleaned and maintained as provided in Section II, the deposit will be refunded to the applicant. However, should the Village be required to clean the facility, then the deposit shall be retained as a maintenance fee. In addition, the cost of any repairs or cleaning that exceeds said deposit shall be the responsibility of the applicant. Deposits made in cash will need to be picked up at the Village Hall within 30 days of the scheduled event or the deposit will be subject to forfeiture.
6. Groups organized for civic, educational or cultural purposes may apply to the Village Board for a waiver of the fees set forth above.
7. The Village reserves the right to refuse the use of the facility to any group or individual who has not complied with these regulations in the past.
8. Not-For-Profit groups must notify the Village Clerk/Treasurer of schedule changes or cancellations. **Failure to do this may result in usage fees.**