

TOWNSHIP OF WILKINS

RULES & REGULATIONS FOR MUNICIPAL BUILDING USE

Adopted 05/21/01

Any Township resident, either as an individual, or as an authorized representative of a group, desiring the use of the facility must complete and sign an application form.

- The party signing the application is personally responsible for the enforcement of these regulations and is expected to be on the premises during the rental period.
- By signing this application agreement, the applicant acknowledges receipt of these rules, which have been completely read and understood.
- Violations of any of these rules and regulations may terminate the agreement and end the rental.
- The filing of an application does not constitute approval. The application must be reviewed by the appropriate Township official and if approved, a permit will be issued.
- The Township of Wilkins reserves the right to reject an application or cancel approval at any time.

AVAILABILITY

The rental includes the use of the auditorium, kitchen facility and rest rooms only. Movement throughout the remainder of the building is strictly prohibited.

Rental is available seven days a week, from the hours of 7:00 AM to 11:00 PM depending upon prior commitments.

FEES

The minimum rental is two (2) hours. The hourly rate will be \$25.00 per hour. Upon signing the rental agreement all applicants must make a \$100.00 security deposit and pay the rental fee (as determined by Resolution #03-01). Ongoing rentals must pay the first month's rental fee and subsequent charges must be paid on a monthly basis no later than the first business day of the month.

An exemption from payment of any fees may be granted to youth organizations, civic groups, senior citizen groups and public service organizations who are based in Wilkins Township. Exemptions will also be made for governmental agencies using the facility.

SECURITY DEPOSIT RETURN

An inspection of the facility should be done by the applicant before the start of the rental; **any damage found must be reported to the custodian prior to use.** Refund of the security deposit shall be made only after an inspection of the facility by a representative of Wilkins Township.

CANCELLATION

If the applicant cancels, the rental fee will be forfeited unless the Township receives written notification at least thirty (30) days prior to the scheduled event.

This facility is used for meetings of the governing body and these meetings will take precedence over any rentals. In rare instances, it may be necessary to cancel a rental in order to hold a special meeting. In these instances, all fees will be returned to the applicant.

GENERAL RULES & REGULATIONS

- No smoking or chewing tobacco is permitted in the building at any time.
- No gambling is permitted.
- All rooms must be returned to the same setup as when you arrive.
- No use of the municipal sound system is permitted.
- No alcoholic beverages are permitted.
- Adjustments in heating or cooling levels may only be made by the custodian.
- All exits must remain clear at all times.
- Room capacities/occupancies must be observed.
- The use of any open flame, candles, incense, smoke machines, sparklers, etc. is prohibited.
- Interior party decorations, crepe paper, signs, posters, etc may only be attached to walls in a manner that cause no holes, marks or leaves any remnants.
- No signs or decorations are permitted on the exterior of the building or grounds.
- No speakers or sound systems are permitted outside the auditorium.
- If tables are used they must be covered (no exceptions). Any tables and chairs used must be cleaned after use.
- The kitchen facility, floor and all appliances must be cleaned.
- The auditorium, including floors and walls must be left clean.
- All bathrooms and floors must be left clean.
- Any trash left on the grounds or parking lot must be cleaned up and removed.
- The use of the piano is not permitted without prior approval by the Township.
- Parking is permitted in the front lot only. No parking on the grass is permitted.
- Building must be empty by 11:00 P.M.
- Brooms, mops, bucket and trash bags will be available.
- All trash must be placed in bags provided and placed in front of the outside auditorium doors.
- Any cleanup, repairs or touchup painting costs will be deducted from the security deposit. Costs will include a \$25.00 per hour labor charge plus materials.
- No loitering outside the building after 11:00 P.M. is permitted.
- Under the conditions of this application/permit the Township of Wilkins does not assume responsibility for accidents that may occur on the premises, for the loss of personal valuables while individuals or groups are in attendance at a function, or for items in storage or left on the premises.

I, the undersigned, having read and understanding the above rules and regulations for the rental of the Wilkins Township Municipal Building, hereby agree to abide by the same.

Signature _____ Date _____

Approved By _____ Amount Paid _____ Date _____