

# **Joint Town and Village of Eagle Municipal Building**

## **Community use of Municipal Building – Policy 3**

### **General**

The Town and Village of Eagle recognize that the community has a large investment, via tax based dollars, in the municipal building and facilities, and it encourages that said facilities be used for legitimate community and municipal purposes. The Town and Village of Eagle also recognize the use of the municipal building as a privilege not as a right

### **Who May Use**

The Town and Village residents and related Town and Village organizations may use the Municipal facilities, along with responsible community groups as prescribed by this Joint Building Committee. A group or organization must fit at least one of the following criteria in order to use the municipal building:

1. Municipal organizations
2. Citizen advisory groups, Boy Scouts, Girl Scouts, Brownies, Cub Scouts, 4-H groups and others as determined by the Joint Building Committee.
3. Eagle community groups not operating for profit such as charitable, philanthropic, independent recreation or cultural groups.

It shall be noted that the Joint Building Committee has the right to grant exception to this policy for extenuating circumstances; or to deny a group use of the building even if they met the classifications.

### **Availability**

1. The requirements of the Town and Village Boards shall be given first priority.
2. Municipal functions shall have first priority after the boards. Municipal functions shall include the Alice Baker Library, the Eagle Historical Society, and the Park and Rec. department.
3. Reservations for the use of the municipal building will be accepted in the Village of Eagle office and assigned as they are received.
4. Community organizations for the public (i.e. Boy Scouts, Girl Scouts, etc.) shall be given priority over private community organizations (i.e. Home owner associations).
5. Unless special arrangements are made, facilities are generally not available on Sundays or holidays.

6. Unless special arrangements are made, it is expected that facilities will not be used later than 10:00 pm, with the exception of municipal meetings.
7. The Joint Building Chairperson shall authorize the use of any specialized equipment. Such equipment would include any future possibilities of PA systems, overhead projectors, etc.

### **Procedure**

The village clerk shall be authorized to make all arrangements necessary for the use of the Municipal facilities and to establish standards of supervision in accordance with the Building Committee's policies.

### **General Regulations**

The following regulations shall be observed with regard to the use of properties of the municipal building:

1. Meetings shall not be held that violate any local, state or federal laws.
2. All groups shall have at least one adult supervisor who shall be present at all times.
3. The user shall be responsible for the conduct of both patrons and participants.
4. It shall be the responsibility of the user to pay for all damages to the municipal building property or equipment that may occur as the result of a group's use of the equipment or facilities. The Building Committee may request an insurance policy of the facilities user to insure that should damages and/or personal injury occur that the municipal building, Town of Eagle, and Village of Eagle not be held responsible.
5. Use of any area shall be for use of the area in its normal condition.
6. It shall be the responsibility of the user to leave the facilities in a clean and orderly manner; otherwise a custodial fee may be charged. The following guidelines listed below would be examples of minimal expectations that are expected.
  - a) All tables/chairs shall be returned to their original placement
  - b) Carpet/flooring needs to be cleaned (spills/stains cleaned up, carpet vacuumed if necessary)
  - c) Dispose of garbage properly (if bag is full or contains a lot of food, put in dumpster in back and replace with a new bag)
  - d) Garbage and Recycle must be separated
  - e) Kitchen cleaned up
    - i. All dishes/utensils washed and returned to proper location
    - ii. Counter Tops/Tables cleaned
    - iii. Coffee Pot/Stove/Microwave cleaned
7. No smoking is permitted inside the municipal building.
8. Putting up decorations, scenery, is prohibited unless special arrangements are made prior to date of usage.
9. Neither the town nor the village of Eagle assumes responsibility for properties left on the premises by the user, the user's patron, or the user's participants.

### **Assignment of Fees**

Until said policy is changed by the Joint Building Committee or by the Town and Village Boards directly, no 'rental fee' shall be charged.

A custodial charge may be issued for damage to the property. The charge assessed shall cover any and all expenses occurred in returning the facilities to the original condition before damages were done. The minimal fee amount shall be \$25.

The municipal clerks and/or the Municipal Building Custodial services shall review the condition of the municipal facilities daily.

### **Compliance of guidelines and fees**

Failure to follow these guidelines or pay any assessed fee shall result in the revocation of that user's privilege to use the municipal building.

This policy has been adopted and approved on May 9, 2006.

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Municipal Building Committee Chairperson

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Date

### Use of Municipal Building Acknowledgement

I sign this document, in duplicate, stating I am reserving the use of the municipal building. This signed document serves as a formal acknowledgement that I have read, understand and agree to comply with the Joint Building Policy 3. I also understand that one signed document will stay with the Village of Eagle as part of its records. The other signed document will stay with my records. Finally, I understand that the signing of this document is to be witnessed by one of the following: Village of Eagle clerk/treasurer, Village of Eagle deputy clerk, or an elected Village of Eagle official.

\_\_\_\_\_

User

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date