

ROOSEVELT TOWNSHIP POLICY AND PROCEDURES

USE OF THE TOWN HALL FACILITIES

DATE UPDATED AND AMENDED: DECEMBER 14, 2015

I. GENERAL

The Town Hall was constructed to serve the residents of Roosevelt Township by providing a facility conducive to conducting public business. Since public funds made these facilities possible, the residents of Roosevelt Township are encouraged to use the Town Hall. This Policy Regulating the Use of Town Hall Facilities (the "Policy") constitutes the Town's official position regarding use of the Town Hall and is designed to promote a consistent and orderly method for allowing the use of the facilities subject to regulations designed to prevent damage and to protect the Town and its taxpayers.

A. Private organizations or individuals of Roosevelt Township desiring to use the Town Hall must complete a Town Hall User Agreement (the "Agreement"- Attachment A) and submit it to the Town Clerk for approval. Organizations using the facilities periodically throughout the year may be allowed to only submit one Agreement per year. The Agreement should be submitted at least two weeks prior to the date for which the reservation is requested. The Agreement will be reviewed based on this Policy and availability of the facilities. The Town Clerk will advise the applicant of the status of their request as soon as possible. The Agreement is not approved until the Town Clerk has so advised the requesting applicant. The Clerk has the option of presenting the request to the Board for approval.

II. NON-DISCRIMINATION POLICY

No person shall be excluded from using the Town Hall on the basis of race, color, national origin, religion, age, sexual preference, or handicap.

III.WHO MAY USE TOWN HALL FACILITIES

Town Hall facilities will be available for Roosevelt Township organizations and individuals at such times as the Clerk may reasonably determine are available.

IV. AVAILABILITY

Town Hall facilities shall be available weekdays and weekends from 8AM to 10PM except those hours for which the facility has been scheduled for use. Permission may be granted by the Town Clerk for variation from this schedule.

The Town Officers, official boards and commissions or other organization whose meetings are sponsored by the Town shall have priority in the use of the Town Hall facilities.

V. PROCEDURE FOR MAKING A RESERVATION

- A Use of the Town Hall facilities will be handled on a first come, first served basis and availability.**
- B. This Policy and Agreement forms may be found on the Roosevelt Township Website or obtained from the Town Clerk in person, by mail, or email.**
- C. This policy must be reviewed thoroughly and the Agreement form must be fully completed and signed by the applicant and returned to the Town Clerk at least two weeks prior to the reservation date requested. Reservations shall not be official until the Town Clerk has signed the Agreement and informed the applicant of its status.**
- D. The Clerk will assign a personal access code to the applicant for the door lock. This code is for the individual only and must not be shared. If another individual needs access, they will need to contact the Township clerk or Board Chairman. The access codes will be deleted after the event. For those using the Town Hall recurrently, the code will be changed periodically. The Clerk will inform the applicant of the new code and the effective date.**

VI. RULES AND REGULATIONS

- A. The Town Hall facilities including the parking area, meeting room, kitchen, restroom, and vacuum are available for use under this policy.**
- B. Groups may provide their own refreshments and lunch provided they clean up after their use. All trash must be removed and disposed of by the user.**
- C. The following activities are prohibited:**
 - 1. The sale or use of any intoxicating liquor and non-intoxicating malt liquor beverages.**
 - 2. Gambling, use or possession of drugs, or other illegal activities.**
 - 3. Disorderly conduct of any kind and any persons engaging in disorderly conduct are subject to ejection from the Premises. Excessive noise or other nuisance which disturb the neighbors.**
 - 4. Cutting or destroying of any trees, shrubbery, flowers or other property.**
 - 5. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited in the building.**
 - 6. Use of confetti, birdseed, rice, or other like items on the Town Hall facilities.**
 - 7. Subletting.**
- D. The Town assumes no liability for loss, damage, injury or illness incurred by the users of the facility.**
- E. The person signing the Agreement shall be responsible for:**
 - 1. Proper clean up and returning the furniture to its original arrangement.**
 - 2. Shutting off all lights and locking exterior entrance doors.**
 - 3. Those using the Town Hall shall be solely responsible for supervising the conduct of those who attend the event and is financially responsible for any damage caused.**
 - 4. Reporting any damage or loss of Town property or equipment within 24 hours after activity.**

5. Keeping the Town Hall facilities and its furnishings in good, safe, and respectable condition.
6. Not driving any nails, screws, tacks, or similar objects into the walls, ceiling, woodwork, or floors of the building.
7. No furniture shall be removed from the building.
8. No pets are allowed in the building with the exception of service dogs.
9. All items brought onto the Premises related to the event shall be removed immediately after the event is over.
10. Such other items as may be included in the Agreement.
11. Insuring that no more than 65 people use the building at any one time.

VII. TOWN CONTACT PERSON

- A. The Town Clerk or his/her designee is responsible for the following:
 1. Schedule meetings/activities.
 2. Assign access codes for opening/closing the facility.
 3. Keep a log of all activities.
 4. Inventory furniture/belongings after activity.
 5. Keep list of all access codes given out for Town Hall.

X. COMPLAINT PROCEDURE

- A. Any complaints related to the use of the Town Hall may be directed to a Town Board member or may be raised at a regular Town Board meeting.

XII. SEPARATION OF TOWN FROM ANY USER BY TOWN BOARD MEMBERS

- A. Current Town Board members desiring to use the Town Hall facilities for their private use are encouraged to have someone other than themselves as the responsible person signing the user agreement.

APPROVED _____
Board Chair – Christopher Hewitt

Supervisor – Rick Hennes

Supervisor – Ann Stafford

ATTEST: _____

Breanna Cielinski - Clerk