

Policy Number P-2023-06-01 Amending P-2022-01-01	Title Village Hall Facility Rental Policy	Subject Administration
Amended June 13, 2023	Adopted by Village Council	Number of Pages 2

Purpose:

Marvin Village Hall was built to provide a suitable working space for a growing Village Staff and to act as a community gathering space for Marvin residents.

Policy:

To further the goal of providing a gathering space, it is the policy of the Village of Marvin to make certain areas of Marvin Village Hall available for rent by those who would use the space for a permitted use. All uses external to the Village, its officers, employees, agents, contractors, official Boards, or official ad hoc bodies shall be subject to fees as outlined in the Village’s Fee Schedule.

Spaces Available for Rent:

Subject to availability, the Council Chambers, Community Room, Front Conference Room, and Outdoor Grounds/Parking Lot shall be available for rent on a first-come, first-served basis. The official business of the Village of Marvin shall always have priority of use, and any scheduled rental may be canceled without notice in the event the business of the Village requires the use of the affected facility. Any fees or deposits paid in advance shall be refunded immediately upon such a cancellation.

- Council Chambers (Maximum Capacity approximately 62 People)
- Community Room (Maximum Capacity approximately 20 People)
- Front Conference Room (Maximum Capacity approximately 6-8 People)
- Village Hall Grounds/Parking Lot (No capacity limit, but be cognizant of parking regulations)

Prohibited Uses:

All proposed uses that may be considered as political campaigning or political organizing shall not be permitted under this policy. A use normally permitted may be denied to a previous user responsible for damages to the facilities. Additionally, a rental may be denied if the use is determined to likely cause damage to the facility.

Rules & Regulations:

1. Reservations are not final until the security deposit is paid, and the rental agreement has been completed. Full payment is due at least two weeks prior to the reserved date.
2. Those renting facilities may not exceed the prescribed occupancy regulations.
3. Parking is permitted only in designated spaces. Renters may not park on the grass or block the firetruck turnaround. Vehicles parked in undesignated areas are subject to removal.
4. Renters may not possess or consume alcoholic beverages on Village property unless appropriate ABC permits have been issued where applicable. The renter must sign the Release and Indemnity Agreement and the Alcoholic Beverage Control Rules at the time of the reservation.
5. All smoking, including smokeless tobacco and vaping, is not permitted on Village property.
6. The renter is responsible for the conduct of all guests during the rental. Any public nuisance may be cause for removal and banning of future reservations of Village facilities. All renters are subject to all public nuisance and noise regulations of the Village of Marvin.
7. The renter is responsible for all damages related to the rental, including those from guests. The security deposit is required to cover any facility damage and may be refunded if the Village Staff determines that all conditions of the rental agreement have been met. The renter’s responsibility is not limited to the amount of the deposit. If the renter violates any part of the rental agreement, the security deposit may be applied to cover administrative costs and damages resulting from the violations of the agreement as set forth in the Common Violations and Penalties.

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8. **Renters closing window shutters shall take care to close them upwards. Closing the shutters downwards may cause damage. Renters that damage shutters will have the cost of the repair deducted from their security deposit.**
9. Renters are expected to leave the facility in good condition following their reservation. All trash and decorations must be removed from the premises. Failure to follow this rule will result in forfeiture of the security deposit.
10. No tape, tacks, nails, glue, pins, etc. may be place in or on the walls, windows, doors, fixtures, or furniture.
11. Food or drink is not permitted on the Council dais.
12. No furniture is permitted to be removed from the facility. Renters are expected to replace any furniture that is moved during their event.
13. If reservations occur outside of business hours, renters must close and lock all doors and windows before leaving.
14. All reservations must end by 10pm. Renters must factor in the time needed to clean up after their event, so that they are off the premises by 10pm.
15. Rentals do not include use of the Village Hall kitchen and appliances.
16. Rentals do include access to at least one lobby and restrooms.
17. Renters will receive a programmed key card and a push bar lock key to access the facilities outside of business hours. Renters should drop their key card and push bar lock key in the drop box by the exit when leaving the premises. Any renter that fails to return the key card by the next business day will be fined according to the table below.
18. Any renter or guest that abuses their reservation to enter restricted areas (including offices, archives, or any areas outside of the rental/policy agreement) may be prohibited from future rentals and may be prosecuted.
19. **Due to security concerns, limited audio/visual equipment is available to renters; including a tv with an HDMI connection. Use of the complete Council Chambers audio/visual equipment is not permitted.**
20. **Anyone determined to be responsible for damage or defacement of the Village Hall structure, furniture, or audio / video equipment will be penalized according to fees below.**
21. All cancellations must be made in writing, email, or made through any scheduling software that the Village may be using at the time of the reservation. All reservations must be canceled two weeks in advance for the renter to receive a refund.
22. Rental rates are subject to change at any time. Any reservations made prior to any rate increase will be honored.

<i>Common Violations and Penalties</i>	<i>Fees</i>
Overflowing Trash, Debris/Decorations Left Behind	\$50
Broom, Mop, Vacuum Cleaning	\$75
Failure to Return Furniture to Original Location	\$75
Failure to Return Key Card by Next Business Day	\$50
Damage to / Replacement of Furniture	\$150 minimum up to cost of repair or replacement
Damage/Deface of Structure	\$300 minimum up to cost of repair or replacement
Damage to Audio / Video Equipment	\$500 minimum up to cost of repair or replacement