

Policy Number P-2022-01-01	Title Village Hall Facility Rental Policy	Subject Administration
Adopted January 11, 2022	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, 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 64 People)
- Conference Room (Maximum Capacity approximately 15 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 for-profit, solicitation, 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.

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 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.
9. No tape, tacks, nails, glue, pins, etc. may be place in or on the walls, windows, doors, fixtures, or furniture.
10. No furniture is permitted to be removed from the facility. Renters are expected to replace any furniture that is moved during their event.
11. If reservations occur outside of business hours, renters must close and lock all doors and windows, as well as turn off all lights before leaving.
12. 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.
13. Rentals do not include use of the Village Hall kitchen and appliances.
14. Reservations do include access to at least one lobby and restrooms.
15. Renters will receive a programmed key card to access the facilities outside of business hours. Any renter that fails to return the key card by the next business day will be fined according to the table below.
16. 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.
17. Due to security concerns, use of audio/visual equipment is unavailable to renters without a staff member present and explicit authorization of the Village Manager.
18. 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.
19. Rental rates are subject to change at any time. Any reservations made prior to any rate increase will be honored.

Common Violations and Penalties	Fees
Overflowing Trash	\$50
Trash/Debris and Decorations left Behind	\$60
Broom Cleaning	\$40
Mop Cleaning	\$80
Arriving Early and Staying Late	\$60
Returning Furniture to Original Location	\$75
Failing to Return Key Card by Next Business Day	\$50
Damage to Furniture	\$150 minimum up to cost of repair
Replacement of Furniture	\$100 plus value of replacement
Damage/Deface of Village Hall Structure	\$300 minimum up to cost of repair