

# **TOWN OF SAXEVILLE POLICY #9-19-2022**

## **Town Hall Rental Policy**

### **1. Purpose:**

The purpose of this policy is to define the procedure for renting the Town Hall to the public.

### **2. Policy:**

1: The Town Hall will not be rented out to “for profit” groups or businesses. The Town Hall shall only be rented to individuals wanting to rent for personal use as in: weddings, birthdays etc., and to non-profit organizations.

2: A per day rental fee will be \$50.00 for Town of Saxeville resident and \$150.00 for non-Town of Saxeville resident. A deposit fee will also be required in the amount of \$150.00.

3: Access may be given to the recipient the day before if the Town Hall is vacant. This access is to be used for setup only and no activities will be allowed on this day. The access will be communicated to the renter when the rental agreements are given to the renter as to when access may be given.

4: Rental request may be submitted to the Town Clerk via phone, E-Mail or in person. The Town Clerk will determine if the criteria have been met to allow for renting as noted in line 2.1 The Town Clerk will send, via E-Mail, mail or in person, the rental agreement documents to the prospective renter.

5: Two checks will be submitted to the Town Clerk for the rental and the deposit described in line 2.2.

6: After the rental is complete there will be an inspection completed by one of the elected officials. If the Town Hall, after inspection, has met all required obligations according to the rental agreement, the renter will be notified by phone, E-mail or in person by the Town Clerk that they have satisfied their obligations and the Town Clerk will destroy the deposit check. If the Town Hall is damaged or not returned as specified in the rental agreement, the Town Board will review the circumstance and make a decision on the deposit fee. This decision can result in full, partial or no refund. The Town Clerk will notify the renter of the outcome.

### **3: Responsibility:**

The Town Clerk is responsible to adhering to this policy. This policy was approved during the 09/19/2022 board meeting.

Rev: A 09/19/2022