

# ***TOWN OF LINN***

## **Town Hall Policy**

Recognizing that the Municipal Building and its grounds belong to the community, the Town Board allows the use of certain Town facilities by and for the benefit of residents and property owners, but not to interfere with any municipal operation of the community. The Linn Town Hall is a room designed to provide facilities for government and civic meetings.

The Town may allow for residential use (private parties) and for-profit interests at the Town Hall. It is necessary to recognize, however, that the user requirements, availability of space and time of use determine the actual use.

### **RESERVATION**

Request for use of the Town Hall should be submitted to the Town Clerk's Office. Approval for use will be given on a first request basis. Requests will be reviewed by the Building & Grounds Committee subject to approval of the Town Board.

Governmental and non-profit users shall be given priority in scheduling but shall not override previously scheduled events. Early scheduling is advisable.

Governmental and civic meetings will be scheduled with the Town Clerk. The Town Clerk will maintain a calendar. Repetitive governmental and civic meetings should be scheduled throughout the year. Early notification of cancelation is appreciated. Civic groups shall provide a contact person and phone number.

A formal application should be filed with the Town Clerk at least 45 days before the required use of the Town Hall for residential users and for-profit interests. With approval from the Town Chairman and Building & Grounds Chairman, the Town reserves the right to cancel a scheduled use of the Town Hall in the event of an anticipated or past violation of any rule, regulation, law, or when security or safety may be an issue of concern.

Reservations will be canceled if the full appropriate fee is not received five business days before the requested date.

### **FEES**

Fees are charged to offset ongoing maintenance costs for use of the Town Hall.

- Town of Linn Governmental & Civic organizations - No fees
- Residential Users, Homeowners Associations, and For-Profit Users - Shall pay a \$50 reservation fee at the time application is submitted.

### **GENERAL RULES AND REGULATIONS**

- **HOURS OF AVAILABILITY**

The Town Hall will be available for use between the hours of 8:00 a.m. through 10:00 p.m. seven days a week.

- **SUPERVISION**

Applicants must provide sufficient supervisors, chaperones, and crowd control to satisfy the administration that the event will be controlled. It shall be the responsibility of the applicant to make sure the members of the group or organization using the Town Hall is aware of the rules and policy as set forth.

- **SMOKING POLICY**

Smoking is not allowed inside any part of the Town Municipal Building Complex.

- **ALCOHOL CONSUMPTION**

The consumption of alcoholic beverages or illegal drugs is not permitted with any function held in the Town Municipal Building Complex or grounds.

- **FOOD CONSUMPTION**

There is no food or drink allowed upstairs in the Town Hall unless approval is given by the Buildings & Grounds Committee.

- **DECORATIONS**

Decorations, wall hangings, presentation materials, or any other items may not be taped, stapled, glued or in any way fastened or adhered to any walls, windows, ceilings or fixtures, unless approval is given by the Buildings and Grounds Committee subject to the approval of the Town Board when appropriate.

- **CLEAN-UP POLICIES**

Facility must be left in the same condition and format as when the group or individual took responsibility for the premises. The user will be responsible for all damages to the building, furniture and any extra cleaning. Under no circumstances will any furniture be removed from the Town Hall basement.

Facility left in a manner requiring other than customary cleaning will be sufficient reason to bill the utilizing individual or group to cover these added expenses.

- **RECYCLING**

Recycling is mandatory in the Town of Linn. To facilitate recycling efforts, bins shall be made available by the Town for collecting glass and metal. Glass and metal containers must be rinsed out before they are placed in the appropriate recycling bins. Articles not properly recycled will be cause for additional administrative action.

- **LIGHTS/DOORS**

On departure, all lights are to be turned off (including bathrooms, entrance way and halls). The heat must be turned down. All doors are to be locked.

- **SPECIAL CONDITIONS FOR USE OF FACILITY**

Collection of money or goods shall not be permitted in the Town Hall, nor shall any functions be held therein for which tickets of admission have been sold.

Any misrepresentation on the application shall void any use of the facility.

- **PROHIBITED ACTIONS**

The following activities are prohibited in the Town Hall. It shall not be permitted that any persons, group, or organization:

1. Unless approved by Town staff, use of the audio system, projector, screens or any technology in the room. If approved, only Town staff is allowed to setup, modify, or disconnect the equipment.
2. Remove, destroy, break, injure, mutilate or deface in any way structure, monument, wall, furniture, amenities, or other property in or upon the facility.
3. Indulge in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disturbing conduct under circumstances in which such conduct tends to cause or provoke a disturbance.
4. Be in any other area of the building except for the designated rental area.
5. Be intoxicated or engage in any violent, abusive, loud, boisterous, vulgar, lewd obscene or otherwise disorderly conduct, tending to create a breach of peace or to disturb or annoy others, in or upon the facility.
6. Park, stop or leave standing whether attended or unattended, any vehicle in any manner so as to block, obstruct or limit the use of any road, or outside any designated parking area, or contrary to a posted notice.
7. Allow any unauthorized persons entry in any area that may be locked or closed to public use or contrary to a posted notice.
8. Have in his/her possession or under their control any firearm, air gun, bow and arrow or other weapon, explosive or fireworks of any kind or discharge any of the same while in or upon the building premises, other than duly appointed law enforcement officers.
9. Have attendance, which exceeds the maximum **235 person** capacity limit set forth by the fire code.

- **OTHER REQUIREMENTS**

All Town Ordinances or other local, county, state or federal regulations that are relevant shall apply.

**ANY VARIATION TO THE ABOVE RULES MUST BE  
APPROVED BY THE TOWN BOARD**

**REVIEW AND APPEAL**

Any person or organization who is refused the use of the facility or has another objection, may file a notice of appeal to the Town Board by filing it in writing with the Town Clerk's Office within 10 days of the refusal or objection. The Town Board shall hear the said appeal as soon as reasonably practicable.

## **NON-DISCRIMINATORY USE**

All individuals and organizations utilizing the Linn Town Hall will maintain compliance with all existing Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal American with Disabilities Act.

## **LIABILITY**

For and in consideration of the use of the Town Hall, any person or group using same hereby agrees to hold the Town of Linn harmless from any and all actions, suits, relating to its use of such facility. Further, such person or group agrees to reimburse the Town of Linn for any Court and Attorney fees and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facility by such use.

**TOWN OF LINN**  
**TOWN HALL RENTAL APPLICATION**

This form is to be used by all groups/individuals entitled to use the Town Hall (facility), for an event that is not a primary Town function. This application is to be filed at the Town Clerk's Office at least 45 days before the requested use of the facility. With approval from the Town Chair and Building & Grounds Chair, the Town reserves the right to cancel a scheduled use of the facility in the event of an anticipated violation of any rule, regulation, or law. Any misrepresentation on the application shall be void any use of the facility.

**Unless approved by the Town, you are not allowed to use the audio system, projector, or any digital equipment in the Town Hall. If approved, only Town staff is allowed to setup, modify, and disconnect the equipment.**

Applicant's Name	
Contact's Name	
Contact's Phone number	
Contact's Email address	
Date and Time Requested	
Estimated Total Attendance	

Describe Activity Planned:
Describe Requested Room Setup (tables chairs, etc.).
Are you requesting for to use any AV equipment? If yes, you must specify.
Will kitchen facility be required? If yes, please describe.

**Hold Harmless Agreement**

I understand that my use of the Town Hall is voluntary and that I am using it for my benefit only. I agree that my use of the Town Hall facility is undertaken at my own risk and that the Town of Linn will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town of Linn, its agents or employees, from any such claim of injuries, or damages. I also agree to defend, indemnify, and hold harmless the Town of Linn from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Town Hall. I also agree to reimburse the Town of Linn for any legal fees, damage, breakage, maintenance, or cleanup costs arising out of my use of the Town Hall.

**AMOUNT DUE: \$50.00 for Residential or For-Profit Use**  
**No Fee for Government or Non-Profit Use**

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Town Chair Signature                      Date