

## Town of Trego – Town Hall Use Policy

This policy addresses the regulations for use of the Town Hall. The Town Chairman or Town Clerk may consider exceptions to any of these regulations.

### Availability

Town use of the Town Hall is a first priority and the Town Board reserves the right to cancel a reservation if the hall is needed for that purpose. A twenty-four hour notice will be given whenever possible. This right will not be exercised except in emergency situations. Community use of the Town Hall will be assigned on a first-come, first-served basis to groups primarily serving the needs of the Community.

#### GROUPS INCLUDED – NO FEE

- Civic improvement organizations.
- Cultural and artistic groups.
- School, service and social welfare groups.
- Local, State or Federal elected representatives holding listening sessions for concerned citizens
- Other Municipal Governing sub-divisions, such as lake districts etc.
- Church sponsored youth groups.
- Children's groups may use the hall provided an adult sponsor makes application, and provided that the meeting is supervised by adult sponsor's, at least one(1) adult for each ten(10) children, unless special permission is obtained by the Town Chairman or Town Clerk.

#### GROUPS INCLUDED - \$25.00 FEE

- Other groups not covered by exclusions.

#### GROUPS EXCLUDED

- Fund raising, by either profit or non-profit groups; however, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for Town sponsored events, and programs presented by groups affiliated with the Town.
- Programs involving the sale, advertising or promotion of products or services.
- Programs intended to recruit persons for later fee-based programs.
- Programs intended to promote or create business opportunities.
- Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the Town or payment of fees for non-credit educational institutions or organizations. In either case, special permission must be obtained from the Town Chairman or Town Clerk.
- Religious services.
- Group activities involving more than normal wear and tear on the hall.
- Labor groups.
- Political groups.
- A return use by a group that has abused the facilities or regulations in an earlier use of the hall.
- Meetings covering a controversial topic that may contain information offensive to the public.
- Special interest groups.

### Equipment - Cleaning

The Town Hall contains a full kitchen, tables and chairs, bathroom. Groups shall be responsible for complete clean up of equipment and areas of the hall it has used; appliances, counters, tables and chairs, bathroom sink and toilet, floors are to be swept. **All garbage must be removed by user group.**

### Alcohol – Tobacco

- Alcohol consumption is allowed on premise.
- Smoking is prohibited in the town hall.

The Town of Trego assumes no responsibility whatever for any property placed in the Town Hall in connection with a meeting; and the Town of Trego is hereby expressly released and discharged from any all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

Passed and adopted this 9<sup>th</sup> day of October, 2012; effective November 1, 2012.