

## **Ponto Lake Township 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.

**Duration of Town Hall Use:** The Town Hall and Emergency Services Building has two building areas. The front of the building houses fire and emergency equipment and is expressly not part of any town hall rental. The back of the building and grounds to the east of the building are considered the town hall. There is no parking in the area in front of the building that would obstruct the fire and emergency services vehicles. There is also no parking behind the building where drain fields and septic systems are placed.

### Group Use – Free Use

- Civic improvement organizations and Lake Associations
- Cultural and artistic groups with a majority of members residing in the township
- 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 per ten (10) children, unless special permission is obtained by the Town Chairman or town Clerk.

### Group Use – \$90 Fee per day

- Any group not listed above and any group using the hall or grounds for sales of craft items or other commercial use not prohibited below.

### **Groups Excluded from Use**

- Fund raising, by either profit or non-profit groups; 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 commercial 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 of 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.
- Meeting covering a controversial topic that may contain information offensive to the public
- Special interest groups

**Equipment – Cleaning**

The Town Hall contains a kitchen, tables and chair and bathroom. Groups shall be responsible for complete cleanup of equipment ad areas of the hall it has uses; appliances, counters, tables and chairs, bathroom sink and toilet. Floors are to be swept. All garbage must be removed by the user group.

**Alcohol – tobacco**

Alcohol consumption if not allowed on the premises, unless a licensed organization with dram shop insurance is serving the alcohol. Smoking is prohibited in the Town Hall.

**Hold Harmless**

The Township of Ponto Lake assumes no responsibility for any property placed in the Town Hall in connection with a meeting; and the Township of Ponto Lake is hereby expressly released and discharged from all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting. A representative of the events signature on the application signifies this hold harmless in effect.