



Community Room(s) Use Policy

1. **Village of Kingsley Community Rooms** are available for use by governmental organizations, community organizations, nonprofit organizations, business, educational and instructional use. The use of the Community Room(s) shall be provided without discrimination or bias to any person or organization regardless of sex, national origin, religion, race, color or disability pursuant to State or Federal statute.
2. **Prohibited uses-** political campaign activity, events where a admission fee is charged, religious proselytism
3. **Rooms Availability/Deposit-** Rooms are available during regular Village Hall operating hours. All Village and Library meeting will take precedence. Community room(s) may be booked 3 months in advance with \$150 deposit/Fee \$50 of which will be returned after room is returned in original condition. Rooms must be booked at a minimum of two (2) weeks before any activity. No reservation will be taken without deposit. Less than 24 hours cancellation notice will result in forfeiture of the deposit. Deposit will be kept for cleaning charges unless, the room is returned in original condition. No single group may reserve the Community room(s) more than twelve times (12) in a single calendar year and no more than five (5) days in a single month.
4. **Indemnification-** the User shall agree to be liable for any injury or death of a person and for any loss and/or damage to the Building caused by the negligent acts or omissions of itself, its agents, employees or invitees, or caused by the User's failure to perform the conditions of the rental agreement. The User shall agree to indemnify and hold the Village harmless from all liability and claims that may be sustained by the Village by reason of any of the causes for which the User is liable pursuant to this paragraph. The user shall be liable for any damage to personal property owned by the Village and others, who might be in the building.
5. **Set-Up/Tear Down-** The User shall be responsible for arranging the Community room(s) as they desire and shall be further responsible for returning the room to its original layout and condition. Layout map is available upon request
6. **Outdoor Use/Parking-** The parking areas and grounds around the facilities are for vehicular parking, loading and unloading purposes only. These areas are not intended nor are they permitted for use as a playground.

7. **Conduct-** Any behavior which disturbs the function of village government or library activity will result in ejection of the premises and may be considered a justifiable cause to prohibit a group or individual from future use of the Community room(s) .
8. **Disclaimer-** Use of the Community Room(s) does not imply approval of activity by the Village of Kingsley or tenant and may not be advertise or imply such approval or endorsement.
9. **Destruction of Property-** User is responsible for all furnishings and carpet in the Community room(s) and will be responsible for replacement cost of any damaged furnishings or carpet.
10. **Amendments to Facility Use Policies:** The Village Council reserves the right to amend, correct, or alter these facility use policies and procedures by resolution of the council at any regularly scheduled and posted council meeting. The User agrees to comply with the agreement, as amended.
11. **Age Requirement-** Community room(s) must be reserved by a responsible adult at least 18 years of age.
12. **Waiver-** the Village of Kingsley reserves the right to waive the requirements of this policy if the result of said waiver would be in the best interest of the Village. The Village Manager is authorized to make such waivers and shall report any such activity to the Village Council at the regular Village Council meeting.

I have read and understand the Meeting Room(s) use policy and agree to be responsible for all invitees, guests, participants, myself and others who attend my function. Further, I agree to take full responsibility for any infractions in the above listed rules.

Signature _____

Date _____

Phone _____

HOLD HARMLESS CLAUSE

“To the fullest extent permitted by law, the below named agrees to defend, pay on behalf of, and hold harmless the Village of Kingsley, Kingsley Friends of the Library and Traverse Area District Library, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Village of Kingsley, its elected and appointed officials, employees, volunteers or all others working on behalf of the Village of Kingsley, by reason of personal injury, including bodily injury and death; and/or property damage.

User Name Printed

Date

User Signature

Date

Village of Kingsley Community Room Post Use Procedure

Before leaving the room and or building please check and make sure that all:

- ✓ Windows are closed & locked
- ✓ Faucets are off
- ✓ Trash is thrown away
- ✓ Tables & chairs cleaned (cleaned with a pre approved cleaning solution)
- ✓ Counters are cleaned
- ✓ All media devices are turned off and batteries removed
- ✓ All cabinets are locked
- ✓ All blinds are drawn to center of cross bar
- ✓ Movie screen is in the upright position
- ✓ All black cushion chairs are stacked and placed in storage closet
- ✓ Mechanical closet is locked and not blocked
- ✓ All grey arm chairs are placed in three (3) rows in front of the Village Council table
- ✓ Village Council tables will be 46 inches from north and west wall with six (6) chairs placed on the west front and two (2) on both the north and south sides. (tape is placed on the ground as a marker)
- ✓ Children's chairs will be placed around the children's round table
- ✓ Rocking chair will be placed in the southern most west corner
- ✓ Additional children's chairs will be placed on the west wall near rocking chair
- ✓ Room is vacuumed
- ✓ Clean any mess made in restrooms
- ✓ Turn off lights
- ✓ Lock exterior doors
- ✓ Double check exterior doors to ensure they are locked from the outside
- ✓ Have a safe day/night