

## Village Hall Rental Agreement Information and Policies

### **1. Rental Policy**

The Community Hall is a public facility and property owned, operated and maintained by the Village of Sturtevant for the expressed purpose and use for civic and municipal services and for the benefit of all members of the community. Because of its public purpose, priority in its usage shall be:

- A. Governmental purpose, including the event of emergency public need.
- B. Civic and charity events that provide a direct benefit to the Community as a whole.
- C. Community social events and functions that provide direct and indirect benefit to the Community as a whole.
- D. Social events intended to provide a recognition of significant achievement/event of a Community member(s), (e.g. graduation, wedding reception, retirement, etc.)
- E. Social events intended to provide a recognition of significant achievement/event to non-community members(s).
- F. Commercial purposes by for-profit organizations.

### **2. Deposit**

A deposit is required to be paid in order to reserve the date of the planned function/event/activity. The deposit assures the date and time of the planned function will be scheduled and blocked. Scheduling is on a first-come-first-served basis.

### **3. Rental Fee**

Rental fees must be received no later than ten (10) days prior to the scheduled use. The fees are as adopted by the Village Board and based on the following type of rental group/category: (See Fee Schedule)

- A. Use and Rental by INDIVIDUAL (receptions, showers, friendly gatherings/parties, and the like)
- B. Use and Rental by NON-PROFIT/CHARITABLE GROUPS (Civic groups, service clubs, churches, schools, government, and the like)
- C. Use and Rental by COMMERCIAL (FOR PROFIT) GROUPS (Business seminars, business reception, and the like). The rental and use of the facilities shall not be for the purpose of selling goods or services at retail or wholesale or taking of orders for goods or services.

Consideration of a waiver of fee is by request to the Chairperson of the APPL committee.

### **4. Cancellation**

Cancellation must be made by written notice to the Village no later than 5 days prior to the scheduled function.

### **5. Agreement**

A signed and executed agreement must be in place at the same time the deposit is submitted to reserve the Community Hall for the scheduled event. For purposes of signing, for use and rental by an individual,

that person organizing, or is responsible for the organization, of the event must sign the agreement. By such signing, that person assumes all responsibilities as stipulated within the agreement, which cannot be conveyed to another person or persons. For this purpose, a person is defined as a separate individual and not an organization, business, corporation, or group. The agreement shall be between the Village of Sturtevant and that individual.

For purposes of rental by non-profit/charitable groups and commercial (for profit) groups, signing must be by that person elected or appointed to a position of responsibility which includes the authority to commit that group or organization to the terms and conditions of the agreement. The agreement shall be between the Village of Sturtevant and the group or organization.

#### **6. Availability and Scheduling**

Scheduling is coordinated through the Village clerk. For information on availability and scheduling call during normal business days and hours (Monday-Friday 8am-5pm, excluding holidays). Reservations shall not be accepted which are more than six (6) months in advance of the planned activity/event/function.