

VILLAGE OF NASHVILLE
VILLAGE PROPERTY RECEIPT POLICY

Revised 2-28-13

This policy was established by the Village of Nashville to identify the rules and regulations concerning village property distributed to all village representatives. Which include: Village President, Village Council Trustees, Village employees, (including: DPW, Police, Office staff), Village Zoning Administrator, Village Zoning Board members, and Village Planning Commission members.

The village realizes that all village representatives are entitled to receive a copy of the following items if they want them:

Village Charter (available on CD – PDF)
Village Official Handbook (available on CD - PDF)
Village Ordinance book
Village Policy book
Zoning Ordinance book

And some village representatives need to receive a key to the front door of the Village Office. Personnel entitled to a key are as follows:

| | |
|-------------------|---------------------------------|
| Village Clerk | Village President |
| Village Treasurer | Council Trustees |
| DPW employees | Zoning Board Chairperson |
| Police Officers | Planning Commission Chairperson |
| | Zoning Administrator |

(For security reasons only village employees will receive keys to the other doors within the village office which include – all police officers, all DPW employees, Village Clerk, & Village Treasurer)

It is now the policy of the Village of Nashville that all personnel receiving any of the above listed items will sign a “Village Property Receipt Acknowledgement” form. This form and all items needed must be received from the Village Clerk at the Village Office during regular office hours. (9 am to 5 pm – Monday thru Friday)

All items received by a village representative will be returned to the Village Office when the person is no longer a village representative.

Any items not returned to the Village Office will be subject to a fee as indicated on the acknowledgement form.

Any person receiving a key to the Village Office will not lend out this key to anyone or copy it for any reason. All lost keys must be reported to the Village Office and a fee paid before another copy is released to the person responsible for that key.