

GENERAL RULES AND REGULATIONS FOR RENTAL OF THE TOWN HALL

The Town of St Joseph is pleased that we are able to make available the Town Hall and recreation areas to you. In an effort to assure that there are no conflicts with parties using these facilities, and to assure continued availability, we ask that you adhere to the following guidelines when using Town facilities.

1. Regular Town activities and youth organizations shall have first priority in reserving the use of any Town facilities, provided that the Town Clerk-Treasurer has been notified 7 days in advance. In the event of unresolved schedule conflicts the Town Chairperson shall have final determination of use. Other activities for adults shall have second priority. Final priority of Users in the same classification will be based on date of reservation for use.
2. The Town Board reserves the right to refuse the use of certain Town facilities when it determines it would be in the best interest of the Town to do so.
3. The Town Board or its authorized agent may reject an application or cancel any permit. All permits shall be revocable and shall not be considered as a lease.
4. It may be necessary, on occasion, to preempt usage for Town requirements. Any rejection, revocation, cancellation or preemption of any application/permit must have the approval, of the Town Chairman with 18-hour minimum notification to the User.
5. The Town Clerk-Treasurer shall provide entry information to the Town Hall for the User.
6. If the facility is used for a longer or shorter period of time than indicated, the User will notify the Town Clerk-Treasurer. Failure to notify the Town Clerk-Treasurer of cancellation or reduction in time will result in original charge to User.
7. Billing will be prepared by the Town Clerk-Treasurer for charges or fees pursuant to this policy. Telephone charges will be billed to the User.
8. The Town Custodian shall check the facility and do any custodial work needed after each use. Cost of extraordinary custodial work will be billed to the User.
9. Furniture and equipment owned by the Town shall not be removed from the Town Hall unless approved by the Town Clerk-Treasurer. Furnishings will be restored to their original placement.
10. Permit holders may not assign, transfer, sublet or charge a fee for the use of facilities unless expressly provided for in writing from the Town Chairman.
11. Permit holders are responsible to provide competent and adequate supervision for all activities.
12. Permit holders shall agree to indemnify and hold harmless the Town for any and all damages by any person or persons attending the activity, and indemnify the Town against any and all liability and any and all damages to any person or persons. Upon request, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity.
13. The permit holder shall assume full responsibility for an unlawful act committed in the exercise of the permit. The use of intoxicating beverages or liquors anywhere in or on the premises is prohibited unless proper permits are obtained. Persons in attendance must confine themselves to areas assigned. Disorderly conduct is prohibited.
14. All local and state ordinances and laws of the police and fire departments must be observed.
15. All Users must observe rules for facility use.