

**TOWN OF RIVER BEND
POLICY ON USE OF TOWN HALL MEETING ROOM**

As a service to the community, the River Bend Town Hall Meeting Room shall be made available on an equitable basis for the lawful activities of groups or individuals. Permission of the Town to use its Meeting Room does not constitute official endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors.

WHO MAY USE THE MEETING ROOM. The Town Hall Meeting Room may be reserved for activities by the following:

- a. an individual resident of River Bend;
- b. an employee of River Bend;
- c. a recognized organization composed principally of River Bend residents;
- d. when the purpose or activity is of specific interest to River Bend residents.

The individual sponsor or head of the organization reserving the room shall be held responsible for room use regulations.

HOURS. The hours the Meeting Room may be used are:

Monday through Friday	8:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	12.:00 Noon to 5:00 p.m.

RESERVATIONS. Requests for the use of the Meeting Room must be submitted to the Town Clerk during normal Town office hours.

Reservations are not official until confirmed by the Town Clerk.

Adult supervision and responsibility are required for events involving children.

The sponsor is required to notify the Town Clerk immediately of any cancellations.

Official meetings of the Town government and its boards and commissions have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in their favor.

RESPONSIBILITIES OF THE SPONSOR Activities must begin and end in a timely manner to allow for setup, cleanup and restoration of the room within the time allotted. The sponsor is responsible for setting up the room for the use for which it is intended and to see that the room is clean and restored to its original configuration upon completion of the meeting. The sponsor or groups using the Meeting Room assume all responsibility for damage to Town Hall facilities and equipment which must be reported immediately to the Town Clerk. If outside normal Town Hall office hours, the sponsor is responsible for locking up the building once all participants have vacated. This can be done by notifying the police officer on duty or by personally locking the entry door knobs from the inside.

PROHIBITIONS. Tobacco, alcoholic beverages and cooking are prohibited. Only light refreshments and prepared finger foods are allowed (such as coffee, tea, soda, cookies, cakes, cupcakes).

Activities that involve more than normal wear and tear on the Meeting Room facility, generate excessive noise or are disruptive to the conduct of Town business shall not be permitted.

No admission fees shall be charged to attend the function.

No goods for sale shall be allowed.

FEES. A \$35.00 fee shall be charged for using the Meeting Room for up to four hours, and a \$60.00 fee for more than four hours in a day.

River Bend organizations or groups may be exempted by requesting to the Town Manager using the form below.

ADOPTED: 12-21-94.

AMENDED: 12-20-00

12-19-01 (To be effective when Town Manager assumes position)