

Village of South Russell
Application for Reservation and Use of Village Hall



Application Date: _____

Name of Organization: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____ Email: _____

Event Date: _____ Event Time: _____ to _____

Type of Event: _____ # attending: _____

POLICY: The South Russell Village Hall will be available for use by neighborhood associations. Use by other organizations will be considered by Council at their next regularly scheduled Council meeting and determined based on the following criteria:

1. Organizations must be composed primarily of South Russell residents, or the meeting must provide a substantial benefit for South Russell residents.
2. As their primary purpose for the meeting, organizations must have a direct interest in the affairs of South Russell or its residents. This may include homeowners' associations, organizations interested in the history of South Russell, organizations interested in South Russell planning and zoning, or similar purposes. Governmental organizations may meet for the benefit of South Russell or its residents.

Commercial, business, or use for any sales or promotional purposes shall not be permitted. The Village of South Russell may require applicants to show evidence of their non-profit status.

FEES: Any Village of South Russell Homeowners' Association (HOA) may use Village Hall without a fee. If there are any issues with an HOA meeting, future meetings must be approved by Council at their next regularly scheduled meeting and may have a fee imposed.

Qualified organizations or group reservations approved by Council will require payment of \$25 unless Council approved a fee waiver at the time of approval.

SCHEDULE FOR USE: The Application for Reservation and Use for South Russell Village Hall must be made by; email to *fiscalofficer@southrussell.com*; in person to Village Hall; or by mail to the Fiscal Officer at least two weeks before the scheduled date of use. If the application is going to require Council approval, application must be made *at least* one week prior to the regularly scheduled Council meeting prior to the event date. No Special Council Meetings will be held to consider applications.

The Application for Reservation and Use form is available on the *southrussell.com* website or will be provided upon request. Once a reservation is approved, it will be placed on the Village website calendar and a copy of the reservation form will be provided to the Police Department.

The Village of South Russell reserves the right to limit availability of Village Hall for use by community groups based upon the need to use Village Hall for official Village business. Scheduling is also subject to prior reservation.

ACCESS FOR VILLAGE HALL: One hour prior to the event the applicant is to telephone the South Russell Police Department (440) 338-6700 ext. 2000 to request the building be opened.

CARE OF PREMISES: Users of Village Hall are responsible for the proper care of the premises as follows:

- A. Food and drink are **NOT** permitted.
- B. Use of Village Hall electronics, to include television screens, computer, and sound system/microphones, etc. is **NOT** permitted.
- C. User is to return tables and chairs to their original location. (i.e., stacked if they were stacked, etc.)
- D. Books on the shelves are for reference only and may **not** be removed from Council Chambers.
- E. User must close and lock all windows.
- F. User must turn off all lights.
- G. User must lock the door when exiting. The Police Department will set the alarm after everyone has left.

FIRE SAFETY REGULATIONS:

- A. The occupancy **limit is 47**.
- B. There is **NO SMOKING** in Village Hall or on Village campus.
- C. No doorways or exits are to be blocked.
- D. No candles or open flames of any kind are permitted.

PRE-EMPTION OF VILLAGE HALL: The Village of South Russell reserves the right to cancel any Village Hall reservation in the event of an emergency.

NON-TRANSFERABILITY: Any right or privilege granted to any persons or organizations to use the building or property is personal and shall not be transferred to any other person, persons, or organizations.

LIABILITY: The undersigned applicant and/or organization, jointly and severally agrees, as a further consideration and inducement for the consummation of this agreement, to protect and hold harmless the Village of South Russell, its elected and/or appointed officials, its employees and/or agents from all actions, claims and demands whatsoever, that may now or hereafter exist, on account of any injuries, property damage or any other claims whatsoever and to reimburse and make whole the Village of South Russell and the Council of the Village of South Russell, for any loss and expense incurred by the Village or that the Village may be required to pay as a result of any action, claim or demand on account of injuries, property damage or any other claim whatsoever, arising from the use of the South Russell Village Hall by the undersigned individual or organization or by individuals, partnerships or corporations hired or employed by said applicant for the activity and use described above.

Applicant Signature: _____

Payment Due (if applicable): Please make check payable to the “**Village of South Russell**”

For Office Use
Village Representative:
Check: # _____ Amount: _____ Date: _____