



MEETING ROOM RENTAL POLICY & AGREEMENT

PURPOSE

For the public to access and use the Whiteland Town Hall meeting room for special private events, public service events, and civic groups who have no regular meeting place within the community, unrelated to Town business. Persons using the meeting room shall be a resident of the Town, or in the case of a civic group, the responsible party shall be a resident of the Town and a member of said civic group. The meeting room is intended for occasional use and shall not be used as a meeting location on a continuing basis.

PERSON OF RESPONSIBLE CONTROL - DUTIES

1. The person of responsible control shall complete and sign the room use agreement.
2. The person of responsible control shall be the contact person with the Town Manager or his designee in the event communication is required.
3. The person of responsible control shall be responsible for any fees associated with the use of the meeting room.
4. The person shall be responsible for the misuse, damage, or theft of Town property while using the meeting room. In the event that misuse, damage, or theft occurs during the rental period, as determined by the Town Manager or designee, all or part of the required deposit fees shall be forfeited. A Town representative will immediately contact the person of responsible control regarding the forfeiture of fees and permanently suspend the privilege of the use of the meeting room.
5. Requests to use the meeting room must be made in writing, using the attached rental agreement form, not less than thirty (30) days prior to the event. All applications are subject to review and approval of the Town Manager.

RULES

1. No alcohol, gambling, smoking, or cooking shall be permitted in Town Hall.
2. A Town representative will provide access to the meeting room via the front doors; however, the doors will remain locked during the event. It is the responsibility of the person of responsible control, or their designee, to provide access to others attending the event.
3. The person of responsible control shall ensure all attendees have left and the front doors of Town Hall are secure at the conclusion of the event.
4. If an issue arises, or there is a problem with the facilities, the person of responsible control will contact the Town representative assigned to the event.
5. The meeting room must be returned to its original state prior to the conclusion of the event.

TOWN REPRESENTATIVE - DUTIES

1. The Town Manager, or designee, shall be the contact person for all events.
2. The Town Manager will review the request and ensure no conflicts exist with the requested schedule and will approve or deny all requests for use of the meeting room.
3. The Town Manager, or designee, will inspect the meeting room, post event. Upon inspection the representative shall immediately contact the applicant if misuse, damage, or theft is found.
4. The Town of Whiteland shall not be responsible for injury to any person when the use of the Town Hall meeting room is for private, civic, or public service events not sanctioned by the Town of Whiteland.

FEE SCHEDULE

1. A deposit of \$500.00 is required for all approved rental requests.
2. Within two (2) working days after conclusion of the event, and upon satisfactory inspection of the meeting room, \$400.00 will be refunded to the applicant in the case of a private event, \$450.00 will be refunded for civic or public service events.
3. When providing the deposit, separate payments are required for the security deposit (\$400.00 for private events or \$450.00 for public or civic events) and the room rental fee (\$100.00 for private events or \$50.00 for public or civic events)



549 E Main St - www.townofwhiteland.com - phone: 317.535.5531 - fax: 317.535.8724

WHITELAND, IN

MEETING ROOM RENTAL AGREEMENT

Date of Application: _____

Person of Responsible Control: *(Must be a resident of the Town of Whiteland)*

Name: _____

Address: _____ Whiteland, IN 46184

Primary Phone: _____ **Alternate Phone:** _____

Organization Information *(If Applicable)*

Name: _____

Address: _____

Date of Event: _____ **From:** _____ am / pm **To:** _____ am / pm

Nature & Purpose of the Activity: _____

Agreement: Rules, Regulations, & Responsibilities:

- ☐ A deposit of \$500.00 is required upon approval of the facility use request which must be received prior to the event. Facility use fees and return of the security deposit shall be as outlined in the Fee Schedule.
- ☐ Smoking and consumption of alcoholic beverages are prohibited within the meeting room.
- ☐ The person of responsible control is solely responsible for the care and supervision of the facility and accepts the liability of any accidents or property damage occurring during the event.
- ☐ It is understood that any Town function or use of the facility will void this agreement. Applicants receipt of the Town of Whiteland room rental policy, attached to this application, is acknowledged upon signature below.

Signature: _____ **Date:** _____

Printed: _____

Town Use Only: ☐ Approved ☐ Denied

Signed: _____

Date: _____

Title: _____