

WHITELAND, INDIANA
TOWN COUNCIL

KENT BEESON
PRESIDENT

JAMES KLENNER
VICE PRESIDENT



DAVID HAWKINS
MEMBER

ANDY BROCK
MEMBER

SCOT FORD
MEMBER

**Facility Use Request
Whiteland Town Hall Meeting Room**

Date: _____

Person of responsible control: _____
(*must be a resident of Whiteland*)

Address of person of responsible control: _____

Primary phone: _____ Alternate phone: _____

Name of organization (*if applicable*): _____

Requested date of event: _____ Requested time, start: _____ End _____

Nature and purpose of activity: _____

Expected number of participants: _____

Agreement on Rules, Regulations, and Responsibilities

1. A \$500.00 (\$450.00 for non-profit organizations) deposit must be paid, upon approval of facility use request, in advance of the event. A \$400.00 fee for the facility use shall be charged to all events and an inspection by a Town official to determine whether damage or abuse of the facility has occurred shall be performed within 1 day of the event. The deposit, less the \$400.00 use fee will be returned upon a satisfactory inspection.
2. Smoking is prohibited inside the facility. Consumption of alcoholic beverages is prohibited inside the facility and on the facility grounds.
3. The person of responsible control is responsible for the care and supervision of the facility and accepts the liability of any accidents or property damage during the time the facility is in use.
4. It is understood by both parties that any Town function or use of the facility will cancel this agreement.
5. A copy of the Town of Whiteland Policy on Room Rental, Town Hall Meeting Room, is hereby attached and acknowledged upon signature below.

Signed: _____ Printed: _____

FOR TOWN USE

Determination of the Town Official

Approved _____ Denied _____

Pre-event inspection by Town Official

Conditions (if any):

Signed: _____ Title: _____ Date: _____

Post-Event inspection by the Town Official

Date and time of inspection: _____

Refund approved _____

Refund denied/reduced _____

Misuse, damage, theft noted (if any):

Total cost of damages: \$ _____

Total refund due: \$ _____

Signed: _____ Title: _____ Date: _____

Policy of Room Rental Town Hall Meeting Room

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.

Policy on use

The Town Council of the Town of Whiteland hereby sets the Town's policy of the use of the Town Hall meeting room.

1. If a private concern desires to use the Town Hall meeting room for special private events, they shall be a resident of the Town, and shall be the person of responsible control of the event.
2. In the case of a public service event, the person of responsible control shall be a Town resident.
3. In the case of a civic group, the person of responsible control of the civic group shall be a Town resident and a member of the civic group.
4. No political party shall use the Town Hall meeting room, no matter the residency of its members.
5. No group shall use or be allowed to rent the Town Hall meeting room on a continual basis.

Duties of the Person of Responsible Control

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 communications as required.
3. The person of responsible control shall be required to pay any fees associated with the use of the meeting room.
4. The person of responsible control shall be responsible for the misuse, damage, or theft of Town property while using the Town Hall meeting room. In the event that misuse, damage, or theft occurs during the use of the Town Hall meeting room as determined by the Town Manager or his designee, all or part of the security deposit shall be forfeited, as determined by the Town Manager. The Town Manager or his designee will immediately contact the person of responsible control and permanently suspend the privilege of the use of the Town Hall Meeting room.
5. Reservation requests to use the Town Hall must be made in writing and shall not be less than 30 days prior to the event, and are subject to approval by the Town Manager or his designee. No verbal commitments will be given.

Duties of the Town of Whiteland

1. The Whiteland Town Manager, or his designee, shall be the contact person for the Town of Whiteland
2. The Town of Whiteland, through the Town Manager or his designee, shall make sure the meeting room is not scheduled for Town of Whiteland meetings and will review all requests for use of the meeting room.
3. If a Whiteland Police Officer is not at the Town Hall to meet you at the designated time, please call (317)346-6336 dispatch and they will inform the officer on duty to meet you. In the event the officer is busy then you may call (317)339-9153.
4. The Town Manager, or his designee, shall in a timely manner inspect the facilities to ensure the facilities were left as they were prior to the event. If upon inspection the findings of misuse,

damage, or theft of Town property the responsible contact will be contacted to report the findings.

5. 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.

Rules

1. Alcohol, gambling, or cooking shall be prohibited in the Town Hall or on the facility grounds.
2. Smoking shall be prohibited inside the Town Hall and within 8 feet of any doors.
3. Maximum capacity for events in the Town Hall meeting room is 65 persons.
4. The on-duty police officer will let the person of responsible control into the Town Hall, but the front doors will remain locked during use. It is the responsibility of the person in control to let their participants into the Town Hall.
5. When the event is over, the person of responsible control will make sure the front doors to the Town Hall have latched and cannot be entered after all parties have exited the building.
6. Trash cans, with trash bags, and a vacuum cleaner will be available to the person of responsible control for cleaning the meeting room after the event. Bags of trash will be removed from the Town Hall by the person of responsible control after the conclusion of the event.
7. In the event, there is a problem with the facilities, please call the Whiteland Town Manager at (317)339-9153.
8. The Town Hall meeting room shall be put back the way it was found, within reason

Fee schedule

The fee schedule for the use of the Town Hall meeting room was set by Ordinance 2013-07. The fees are:

1. A deposit of \$500.00 shall accompany all approved contracts. The deposit shall be \$450.00 for non-profit civic organizations events.
2. Within 2 working days after the event, and upon satisfactory inspection of the facilities by the Town Manager or his designee, \$100.00 of the \$500.00 deposit will be refunded. For non-profit civic organizations, \$50.00 of the \$450.00 deposit will be refunded.