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TOWN MANAGER

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TOWN OF WHITELAND
POLICY ON ROOM RENTAL
TOWN HALL MEETING ROOM

PURPOSE

It is the desire of the People of the Town of Whiteland, from time to time, to access and use *their* 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.

The Town Council of the Town of Whiteland is hereby setting the Town's policy on the use of the meeting room of the Town Hall.

1. If a private concern wants 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 special event.
2. In the case of a person wanting to use the Town Hall meeting room for a public service event, the person of responsible control of the event shall be a Town resident.
3. In the case of a civic group wanting to use the Town Hall meeting room, a member associated with the group shall be a Town resident, and be of responsible control of the civic group. i.e. Member or officer.

Absolutely no political party shall have use of the Town Hall meeting room, except for an official polling place during official election years, if the Town Council so desires.

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 Town Manager or his designee in the event communications is 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 in 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 in 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. No verbal commitments will be given.

RULES

1. No alcohol, smoking, gambling, or cooking shall be allowed in the Town Hall.
2. The On-duty Police Officer will let the person of responsible control into the Town Hall, but the front doors will remain locked during the use. It is the responsibility of the person of responsible control, or his or her designee to let people into the Town Hall.

3. 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.
4. Trash cans, with trash bags, tables and chairs, and vacuum cleaner will be available to all persons of responsible control for cleaning the meeting room after the event. Trash bags will be taken by the person in responsible control, or his or her designee, with them when the event is done.
5. If there is a problem with any of the facilities, please call for the On-duty Police Officer to return and state your problem to him, so he can let the Town Manager know. Please call 535-8100. This is also the number to call if the On-duty Police Officer does not show up in a timely manner to let you in.
6. The Town hall meeting room shall be put back the way it was found, within reason.

Town of Whiteland:

Duties

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, shall make sure the meeting room is not scheduled for Town of Whiteland meetings and will approve all requests for use of the meeting room.
3. The Town Manager, or his designee, shall, in a timely manner, inspect the facilities to insure the facilities were left as they were prior to the event. Upon inspection, the Town Manager, or his designee, finds misuse, damage or theft of Town property, he or she shall immediately contact the person in responsible control, to report his findings.
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

The fee schedule for the use of the Town Hall meeting room shall be as follows:

1. A deposit of \$200.00 shall accompany all approved contracts.
2. Within 2 working days after the event, and upon satisfactory inspection of the facilities by the Town Manager, or his designee, \$150.00 of the \$200.00 will be refunded, having, in essence, a \$50.00 fee for the use of the Town Hall meeting room. This only applies to special private events, the money to be used for cleaning or replacing carpets, furniture, etc. In the event misuse, damage or theft of Town property as determined by the Town Manager, or his designee all or part of the \$200.00 deposit will be retained. The Town Manager or his designee will immediately contact the person in responsible control and permanently suspend the privilege of the use of the Town Hall meeting room.
3. In the case of civic or public service groups, the \$50.00 fee shall be waived, but the inspection of the facilities shall not. In the event misuse, damage or theft from Town property as determined by the Town Manager, or his designee all or part of the \$200.00 deposit will be retained. The Town Manager, or his designee will immediately contact the person in responsible control and permanently suspend the privilege of the use of the Town Hall meeting room.