

**Policy No. 1.12**

**Policy Governing the Rules and Regulations for the Use of Town Hall**

**Date of Issuance:**

**June 9, 2016**

**Revision Date:**

The Town Hall shall be available for use by private groups or nonprofit groups for purpose of social, governmental or educational meetings or events upon the following terms and conditions approved by the Town Board:

1. A member of the user group shall be a resident of the Town of Rome.
2. No use of the Town Hall shall be scheduled or permitted which will conflict with any governmental activity of the Town of Rome. Scheduling shall come on a first come, first served basis, upon filing a completed application form and compliance with any other requirements of the Town.
3. The area of the Town Hall permitted to be used shall include:
  - a. **During Business Hours:** The large gathering room on the South end of the Town Hall (hereinafter "Big Hall") and restrooms shall be available for use by private groups. All space to the North of the double-doors is restricted to government use.
  - b. **After Business Hours:** The Big Hall on the South end of the Town Hall and restrooms shall be available for use by private groups. Use of the space north of the double-doors after business hours shall require approval through the completed application form. The Board Room, Storage Rooms and Town Employee Offices shall be unavailable for use.
  - c. Deviation from above referenced area restrictions shall require Town Board approval through a special request in writing.
4. An Application for use of the Town Hall shall be completed and signed by the responsible party from the user group and submitted to the Town Clerk prior to the date of requested use, unless waived by the Town Board.
5. The applicant shall abide by all state law and by all rules and regulations established by the Town for the use of the Town Hall including, but not limited to, the *maximum person's capacity limit*, as posted, fire safety regulations and all parking regulations. It shall be the responsibility of the applicant to obtain any necessary permits or licenses required. It is understood that any Town of Rome employee has the right to enter the premises at any time.
6. No admission fee shall be collected for any activity.
7. Smoking is prohibited.
8. No changes to the physical appearance of the Town Hall shall take place without approval of the Town Board. No decorations shall be hung from the light fixtures. No tape may be applied to walls or ceilings.
9. The user group is responsible for leaving the space used in the Town Hall in the same order as the beginning of the use and suitable for immediate use by the next group. The user group agrees to pay additional fees for damages or extra time required to clean and restore facilities.
10. The Town Board reserves the right to reject the use by any group for use that is in conflict with these Rules and Regulations.

11. The Town shall not be liable for any injuries, death or property damage arising out of the use of the above described facilities and user agrees to hold the Town harmless. The Town is not responsible for any articles left, lost or stolen on the premises.
12. The Town provides free wireless internet use upon request through a guest network. Wireless internet use must be indicated on the application and signed by the responsible individual on the application for use of Rome Town Hall.