



Village Hall Use Policies

Facility Use: The use of the Village Hall shall be provided without discrimination or bias to any person or organization regardless of sex, national origin, religion, race, color or disability pursuant to State or Federal statute.

Scheduling: Scheduling shall be recorded by Village staff and shall be on a first paid, first served basis. Reservations may be taken but shall not be confirmed until such time as the rental fee has been paid.

Insurance: All users shall provide their own insurance coverage and shall include the Village of Quincy on an endorsement or "rider" coverage naming the Village as an insured party. Verification shall be provided prior to the rental date.

Indemnification: The User shall agree to be liable for any injury or death of a person and for any loss and/or damage to the Building caused by the negligent acts or omissions of itself, its agents, employees or invitees, or caused by the User's failure to perform the conditions of the rental agreement. The User shall agree to indemnify and hold the Village harmless from all liability and claims that may be sustained by the Village by reason of any of the causes for which the User is liable pursuant to this paragraph. The user shall be liable for any damage to personal property owned by others, who might be in the building.

User Fee: The required user fee shall be due and payable at the time of reservation. The fee shall cover all necessary cleaning, utilities, maintenance and administration of the facilities. The Village shall provide receipts to all Users upon payment of the required fees. Excessive cleaning or the repair of damage resulting from the use of the facility by the User shall be the responsibility of the User as further outlined in the Facility Use Agreement.

Location	User Fee Schedule	
Village Hall	\$40.00 (half day)	\$80.00 (full day)

*Please note:

A \$50 cleaning deposit is also required. It will be returned if the facility is returned to its previous state, with no damage or extra cleaning necessary. **Please write separate checks for the rental and the cleaning deposit.**

A half-day shall equal a maximum of 4 hours

A full day shall equal a minimum of 4 hours and no longer than 10 hours.

Users Subject to User Fee: Officially recognized community service organizations, nonprofits, and other governmental entities (as identified in the "User or Groups Subject to User Fee" section of this document) shall not be required to provide a monetary fee for use of the Village's facilities though they shall be required to abide by the policies set forth herein and within the facility use agreement. Furthermore, all privately planned activities or organizations (as defined below) shall be subject to the schedule of fees established herein.

Set-Up/Tear Down: The User shall be responsible for arranging the room as they desire and shall be further responsible for returning the room to its original layout at the end of the use period.

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Michigan

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Outdoor Use/Parking: The parking areas and grounds around the facilities are for vehicular parking, loading and unloading purposes only. These areas are not intended nor are they permitted for use as a playground.

Building Rules: The User shall obtain and observe all posted building rules. Building rules shall be provided to all users at the time the required use fee is paid. In addition, building rules shall be posted in each of the facilities. The User shall sign and comply with the facility use agreement prior to utilizing the facility. Failure to sign the document will result in the cancellation of your reservation.

Uses or groups subject to user fee: To facilitate determination of the required use fee and to equitably consider all interests in the use of the Village's facilities, potential users have been divided into the following categories; determination of the categories shall be made by the Village Manager, whose determination shall be final and binding:

- Community Organizations and Service Clubs

These shall be groups formed for the betterment of its members through service to the community as a whole; such as and including the Boy Scouts, Girl Scouts, 4-H, American Legion, Rotary, Kiwanis, and IOOF Clubs and similar service oriented organizations.

- Non Profits and Other Governmental Entities

These shall include any organization that has been recognized by the Internal Revenue Service as a 501(c) corporation. State, federal, county, and other local units of government are also recognized in this category.

- Private parties, events and organizations

These are gatherings or meetings held by and for a private organization, family or business for personal, professional or educational use such as professional training seminars or conferences, home schooling, for profit activities, collector's clubs, wedding or bridal showers, anniversary, wedding or birthday parties, funeral dinners and gatherings, family or business holiday dinners or events and other similar activities.

Amendments to Facility Use Policies: The Village Council reserves the right to amend, correct, or alter these facility use policies and procedures with a concurrent vote of the majority of the council at any regularly scheduled and posted council meeting. The User agrees to comply with the agreement, as amended.

Cancellation Policy: The User has the right to cancel their reservation and receive a refund of any fee paid if notification of the cancellation is made at least ten days prior to the reservation date. Cancellations within ten (10) days of the date of the reservation shall result in forfeiture of the reservation fee.

Effective Date: These rules and policies shall become effective immediately on May 16, 2006. Payment of the required fee shall become effective for reservations dates on or after May 16, 2006.