

NEW LONDON TOWNSHIP HALL POLICY FOR MEETING AND/OR RENTAL USE

The Town Board hereby adopts the following as the policy for the use of the New London Township Town Hall for meeting purposes and/or for event purposes.

1. **Definitions.** For the purposes of this policy, the following terms shall have the meaning given them in this section.
 - a. **Alcohol.** "Alcohol" means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.
 - b. **Meeting.** "Meeting" means the purpose for use of the town hall is strictly for a group or organization to conduct a meeting of discussion, training and/or for public informational purposes.
 - c. **Event.** "Event" means the entire period for which a Renter has rented the Hall, including any permitted set-up or clean-up periods for any type of social gathering.
 - d. **Grounds.** "Grounds" means the land immediately adjacent to and surrounding the Hall that is owned or leased by the Town.
 - e. **Guests.** "Guests" means those who attend the Event.
 - f. **Hall.** "Hall" means the New London Township Hall building located at 16151 Co Road 9 NE, New London.
 - g. **Rental Application.** "Rental Application" means the form developed by the Town to be completed and submitted to the Town by proposed Renters to seek permission to rent the Hall.
 - h. **Rental Request.** "Rental Request" means the submission of a completed Rental Application by a proposed Renter seeking permission from the Town to rent the Hall.
 - i. **Renter.** "Renter" means the person, corporation, or entity that submits a Rental Application to rent the Hall.
 - j. **Town.** "Town" means New London Township, Kandiyohi County, Minnesota and any references to actions or approvals by the Town are to its Town Board of supervisors.
2. **Meetings.** Meetings are considered to be a "Public Service" and will not require rental fees. However, groups or organizations requesting to use the town hall for "Meetings" must fill out an 'Application for Use' form and will require pre-approval from the board of supervisors.
3. **Renters Bound by Policy.** Rental of the Hall constitutes Renter's acceptance of the terms and conditions of this policy. The Renter assumes full responsibility for any damage caused in connection with the Event and for the actions of those who attend the Event. If a corporation or entity is renting the Hall, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.
4. **Rental Request.**
 - a. **Process.** All rental requests must be made on the application form provided by the Town and shall be delivered to the *town clerk*. All rental requests must be made at least 31 days before the proposed Event. When a completed Rental Application is received, the Town will notify the Renter of whether the request is approved. All approvals are subject to and conditioned upon: the payment of all required rental fees and a damage deposit (if required); any modifications, limitations, or additional requirements indicated on the Rental Application; and compliance with all the provisions of this policy and any other applicable rules or regulations.

- b. **Rental Hours.** The rental hours for a particular Event shall be as indicated by the Town on the Rental Application form and approved by the Town. The Town may approve additional hours to set-up for, and clean-up after, the Event. The Renter and all attendees must vacate the Hall by the end of the rental hours, except that the Town may approve specific additional hours a Renter may use to clean the Hall after the Event.
- c. **Sublet or Transfer.** A Renter may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.
- d. **Cancellation.** Approved rental requests may be cancelled as provided in this section. Application fees are non-refundable and will not be returned if a rental request is cancelled.
 - i. **By Town.** The Town may cancel any approved rental request in any of the following circumstances: (1) at any time if the Renter fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to file the required damage deposit within the time set, failing to pay the rental fee in full by the time set; (2) for any reason if the Town provides notice of cancellation to the Renter at least 30 days before the Event; or (3) at any time for reasons beyond the Town's control, such as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services. If the Town cancels a rental request after it has been approved, except for Renter's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees and damage deposit paid by the Renter. Renter acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss or damages resulting from the Town's cancellation of a rental request as provided in this section.
 - ii. **By Renter.** A Renter may cancel a rental request up to 14 days before the Event. The Town will return any rental fees and damage deposit paid by the Renter. A Renter canceling a rental request within 14 days of the Event forfeits all rental fees paid the Town, but the Town will return the damage deposit if one was paid.

5. **Rental Fees and Damage Deposit.** The following rental fees and damage deposit apply to the rental of the Hall and must be paid to the Town at least *14 days* before the Event. Rental fees are not refundable, except that any unused portion of the damage deposit will be returned to the Renter within *21 days* after the day of the Event.

- a. **Application Fee.** All applications requesting rental of the Hall must be accompanied by a non-refundable application fee in the amount of \$15.00.
- b. **Resident Fees.** Resident fees apply to Renters who are residents of the Township on the date of the Event. If a corporation or organization is renting the Hall, it will only be considered a resident if a majority of its officers or members are residents of the Town.
- c. **Non-Resident.** Non-residents of the Township will not be allowed to rent the town hall.
- d. **Damage Deposit.** The Town may require a Renter to post a damage deposit with the Town at least 14 days before the date of the Event. The Renter is responsible for all damages caused to the Hall or Grounds during the Event. The Town Board may deduct from the damage deposit any repair and clean up costs it incurs to return the Hall to the same condition it was prior to the rental. Any unused portion of a damage deposit will be returned to the Renter within *21 days* of the day of the rental. If a damage deposit was not collected, or if the costs to clean and repair the Hall exceed the amount of the damage deposit posted, the Renter shall be responsible for reimbursing the Town for all costs the Town incurs to clean and repair the Hall, including all collection costs. The Town will provide the Renter a bill containing an itemized list of the costs incurred to clean and repair the Hall that is due and payable upon receipt.

Date	Fee Type	Residents
	Rental Fee	\$100.00
	Damage Deposit (when required)	\$500.00

6. **Use of the Hall.** The Renter and Guests must comply with all of the following.
- a. **Set-Up and Decorations.** The Town may allow the Renter to enter the Hall before the rental hours in order to set-up or decorate for the Event. Decorations may not be affixed to the Hall in any way that damages the Hall. Confetti, birdseed, rice, or other like items are prohibited.

- b. **Sound Levels.** Sound levels must be controlled so as to not cause damage to the Hall or to unreasonably disturb neighbors.
 - c. **Disorderly Conduct.** Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused.
 - d. **Alcohol.** No liquor, wine or beer is allowed at the town hall or on the premises.
 - e. **Gambling.** Gambling of any nature or manner is prohibited.
 - f. **Smoking.** The Hall is a smoke-free building and smoking of any kind is prohibited in the Hall and within 30 feet of the Hall.
 - g. **Parking.** Guests may not park on the lawn or in anyway that causes damage to the Grounds or that interferes with traffic or safety.
 - h. **Charging Admission.** The Renter may not charge admission for the Event.
 - i. **Safety.**
 - i. No furniture, decorations or other items may be placed in such a way as to block the exits.
 - ii. The Renter is responsible for assuring the Hall does not become overcrowded.
 - iii. No open flames, sparklers, or any fireworks are permitted in the Hall or on the Grounds.
 - j. **Clean-Up.** The Renter is responsible for cleaning the Hall and must return the Hall to at least the same condition it was in before the rental.
7. **Assumption of Responsibility.** The Renter assumes full responsibility for the appropriate conduct of all the group members and Guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the guests. The Town is not responsible for any items that are left at the Hall by the Renter or the guests.
8. **Indemnification.** The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.
9. **Insurance.** The Renter will be required to provide proof of liability insurance. The Renter must deliver the proof to the Town at least 14 days before the Event. Failure to provide adequate proof of insurance as required by the Town will void the rental request and any approvals given by the Town.

Adopted this 28th day of July, 2016.

BY THE TOWN BOARD

Mark Mertens
Town Chairperson

Attest: Nancy Hammerschmidt
Town Clerk

**APPLICATION FOR RENTAL OF THE
NEW LONDON TOWNSHIP TOWN HALL**

Located at: 16151 Co Rd 9 NE, New London

Mailing Address: New London Township Clerk, PO Box 427, Spicer, MN 56288-0427

Applications for rental of the town hall must be submitted to the town clerk at least 31 days before the event to allow for board approval. A \$15.00 non-refundable application fee must be submitted with the application.

Date of the Event: _____ Type of Event: _____

Applicant Information.

Name of Applicant: _____ Date of Application: _____

Address: _____ Daytime Phone: _____

_____ Evening Phone: _____

Rental Hours. Starting Time: _____ Ending Time: _____ (no later than _____)

Set-up and Clean-up Times. Applicant may request additional time to set-up for the event or to clean-up after the event.

Set-up Date & Times: _____ Clean-up Date & Times: _____

Alcohol. Alcohol is not allowed at the town hall or on the premises.

Insurance. Applicant may be required to provide proof of liability insurance (copy of Home Owners Insurance Policy or Declaration Page) before the event, as determined by the Town.

Residency. Is the applicant a resident of the Town? ____ Yes ____ No

Rental Fees & Damage Deposit. A non-refundable application fee of \$15.00 must be paid at the time of submitting the application. All additional fees and a damage deposit, if required, must be paid to the Town at least 14 days before the event or this application is voided. The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicant's Signature: _____ Date: _____

TOWN USE ONLY

Application approved? ____ Yes ____ No. If "No", the reason(s) for the denial: _____

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

Fees: Rental Fee: \$ _____ Damage Deposit: \$ _____

Town of New London: _____
Signature Date

New London Township Damage Deposit Policy

The damage deposit required to rent the town hall is \$500.00. To receive a full refund of the damage deposit funds, the following must be completed by the end of the rental period:

- Vacuum floors
- Ensure that the kitchen is clean & in working order
- Mop or clean any visible areas of spills or dirt
- Ensure that the bathroom is clean & in working order
- Remove all garbage from the premises
- No food or beverage items are to be left behind
- All tables must be washed off
- All tables & chairs must be back in proper order
- No litter or garbage is to be left outside of the building

The town hall must pass inspection by a member or members of the town board. A full or any unused portion of the damage deposit will be returned to the renter within 21 days of the rental date.