**TOWN OF MOORESVILLE - USE OF MEETING ROOM POLICY**

1. General Policy. The Town of Mooresville through its Town Council shall make certain areas of the Mooresville Government Center available to the local community for meetings subject to the restrictions and policies set out below. The Town shall provide five (5) rooms in the Government Center for these purposes. The Town Council does not promote or endorse the views of the particular group, their policies or beliefs presented at any meetings held within the facilities and shall limit any one group to a maximum of four (4) requests per organization within a twelve (12) month period. Special permission for additional request or consecutive usage will be reviewed by the Town Council.

   All requests shall be made a minimum of two (2) weeks in advance and be subject to the terms of the Request Form provided to Applicants to present to the Town Council for approval.

2. Cancellations. Twenty-four (24) hour advance notice shall be given to the Town through the Clerk/Treasurer's Office in the event that a scheduled meeting is cancelled. Failure to provide the twenty-four (24) hour cancellation notice may result in the denial of future requests.

3. General Guidelines. Any use for commercial purposes involving buying, selling, advertising or trading products or services for cash or other consideration will not be allowed excepting non-profit organizations fund raising events.

4. No items are to be attached to walls, ceilings, windows, doors or any other Town property.

5. Use of the meeting rooms must not disrupt other Town business, activities or visitors. The Town council reserves the right to review and refuse any use that would be deemed to interfere with normal Town activities within the Government Center.

6. The use is restricted to the area being requested and all visitors shall be restricted to that area at all times excepting use of the restroom facilities. Children must be supervised by adults and shall be responsible for their care.

7. This is a non-tobacco and smoking facility and no alcoholic beverages are permitted on the property.

8. Candles or fire-lighted materials are prohibited.

9. Each entity will be responsible for setting up and returning the meeting rooms to their original condition.

10. The Town reserves the right to enter and observe any event for making sure the users are compliant with this Policy.

11. Reservations are made on a first come first serve basis.

12. Any group using a meeting room may rearrange the furniture but must then return the room to its original condition.

13. The Town of Mooresville is not liable for injuries to any person or damage to property of the Applicant or its invitees. Individuals or organizations applying for use of the meeting room shall be responsible for holding the Town of Mooresville harmless from any claims relating to the use of the facility including any personal injury claims even if they occur outside of the meeting room..

14. Meeting rooms are to be vacated timely and pursuant to the time allotted in their Application.

15. The Town of Mooresville is not responsible for the loss of and/or damage to equipment or materials owned by any group using the room and cannot be responsible for any belongings of the group or invitees of the group or any person appearing at the meeting including items that are lost or left behind.

16. Kitchen facilities can be used as one of the five (5) meeting rooms upon the payment of a Fifty Dollar ($50.00) deposit to be returned upon the area being left in a clean and orderly condition as established by the Town representatives including all trash being removed, any dishes or other utensils being cleaned and stored appropriately and fully accounted for. The Mooresville Lions Club has financially provided for the kitchen area and requires that the kitchen area not be used for any political fundraisers but for community events and use only. No food or drinks shall be removed from the meeting room being used or allowed in any hallway in respect to the other meeting rooms which shall include the other rooms being made available.

17. Any group using the meeting room outside of the Town of Mooresville's normal hours of business must meet in person with a representative of the Town to obtain the access and shall be responsible for making sure the building is secure when leaving the premises.

18. Seating capacity for all meeting rooms must be met and be in compliance with the Fire Marshall's Office.

19. Deposit. A Thirty Dollar ($30.00) cash deposit shall be required for the use of any meeting room. The deposit will be refunded upon inspection and determination that the meeting room was left compliant with these policies. In the event there are additional costs associated with the group's use of the meeting room the person executing the Application

shall be personally responsible for any excess costs or damages. The deposit shall be refunded within forty-eight (48) hours after the use of the meeting room and inspection by the Town representatives. In the event the Applicant wishes a deposit to be refunded by mail they must furnish a self-addressed stamped envelope to the Town.

20. The Applicant shall be responsible for any and all cleaning costs or other expenses including damages incurred as a result of Applicant's use of the meeting room.

21. The Applicant will be responsible for any and all additional costs associated with the use of the meeting room including false security alarms activated (Twenty-Five Dollar [$25.00] fee).

**MOORESVILLE TOWN COUNCIL**

# TOWN OF MOORESVILLE
# FACILITY USE REQUEST FORM

Name/Organization: _____

Point of Contact: _____

Address: _____

City, State, Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email Address: _____ Fax Number: (_____) _____

Non-Profit Organization: _____ Individual: _____

Day and Date Requested: _____

Time Requested: _____ a.m./p.m. to _____ a.m./p.m.
(This includes set-up and clean-up time.)

Purpose: _____ Number of People Expected: _____

The Mooresville Town Council reserves the right, in its sole discretion, to deny any facility use request and/or revoke any previously granted request to use a Town facility for any lawful reason.

A Fifty Dollar ($50.00) refundable deposit is required at least twenty-four (24) hours in advance of the date of the use of the kitchen facility. See our Town of Mooresville - Use of Meeting Room Policy number Sixteen (16).

A Thirty Dollar ($30.00) refundable deposit is required at least twenty-four (24) hours in advance of the date of the use of all other rooms of the facility. See our Town of Mooresville - Use of Meeting Room Policy number Nineteen (19).

All rooms must be reserved a minimum of two (2) weeks in advance.

STATEMENT OF RESPONSIBILITY: The organization/individual agrees to abide by all regulations of the Town of Mooresville regarding use of the facilities and accepts full responsibility for any damage caused to the building furnishings and equipment resulting from this meeting, other than normal wear and tear. The group will vacate the building by 10:00 p.m. The undersigned responsible Mooresville (Brown Township) resident has read and retains a copy of the Policy for the use of the facility and received access information and training/instruction for same.

Signature: _____

Received this _____ day of _____, 201____.

TOWN STAFF COMPLETES SECTION BELOW:

Application and security access key and instructions received: _____

Scheduled: _____

**MOORESVILLE TOWN COUNCIL** (Effective February, 2015)

**ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH TOWN OF MOORESVILLE'S FACILITY USE POLICY**

I have read and understand the Town of Mooresville, Indiana ("Town") Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

I will leave the Town facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the Town as a result of my use of a Town facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the Town's Facility Use Policy and by any additional conditions or restrictions placed upon my/our use of a Town facility by the Town Council. I understand that the Town Council has a right to deny, alter or revoke my request for the use of a Town facility for any lawful reasons. I and/or my organization also agree to indemnify and hold harmless the Town of Mooresville and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the Town-owned facility and/or property.

Please sign below and acknowledge receipt of the Town Policy forwarding the completed form to the Town of Mooresville, Attn: Clerk/Treasurer, Mooresville Government Center, 4 E. Harrison St., Mooresville, IN 46158 for review by the Mooresville Town Council.

APPROVED this _____ day of _____, 201____.

**MOORESVILLE TOWN COUNCIL**

| | |
|---|---|
| _____ | _____ |
| Name of Organization/Applicant | Joe Beikman |
| _____ | _____ |
| Signature of Authorized Agent/Applicant | Jeffrey M. Cook |
| _____ | _____ |
| Printed Name and Title (if applicable) | Anthony Langley |
| _____ | _____ |
| Address of Organization/ Applicant | Mark Mathis |
| _____ | _____ |
| Date | Virginia Perry |
| | ATTEST: |
| | _____ |
| | Sandy Perry, Clerk/Treasurer |

Special Conditions: _____