

Wayne Township

Building Use Policy

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Article I: Preface and Purpose:

Wayne Township owns and maintains 4 buildings: Township Hall, Fire House, Maintenance Garage and the Storage Barn. The Township herein adopts this Building Use Policy for all listed buildings as to their use by others. The Township Administrator shall have the authority to decide on the eligibility of all applicants. Appeals to the decision of the Administrator can be made directly to the Board of Township Trustees, see Article V.

Article II: Eligibility:

- a. Township resident(s) with a group of 7 or more people.
- b. Non-resident property owners in Wayne Township with a group of 7 or more people.
- c. Business owners and their employees who have an established business in the Township with a group of 7 or more people.
- d. Church groups, 4 H, non-profit groups, non-profit civic groups, Edgewood School or student groups and responsible charitable groups or organizations.

Article III: Township Hall:

1. Administration Building: The meeting hall and restrooms of the Township Hall are available for use under this policy.
 - a. Applicants shall submit a Township provided application to the Administrator of the Township.
 - b. Keys will be provided to the accepted applicant only.

c. Applicant accepts full responsibility for the premises including but not limited to all Township keys, maintenance of the room(s), damages and theft.

d. The applicant shall return all keys to the Administrator per the instructions of the Administrator at the time of the accepted application.

e. The Applicant is responsible for opening and closing the building and shall only use the building during the date(s) and time(s) as approved on the accepted application and only for the approved use.

f. At the time of the acceptance of the application, a \$75.00 check from the applicant shall be required as a room deposit which shall be returned to the applicant in full less any funds required, but not limited to replace locks or keys, clean-up charges, replace or recover stolen items or to repair any damages. All checks shall be made out to Wayne Township.

g. If the room is to be used on a multiple scheduled date basis, \$75.00 in cash shall be provided as a room deposit and shall be held by the Administrator, Fiscal Officer or any manner required by law, receipt of payment provided, until the end of the agreed time period. All cash shall be refunded less any funds required, but not limited to replace locks or keys, clean-up charges, replace or recover stolen items or to repair any damages.

g. Applicant shall be responsible for any charges or damages over and above the retained room deposit.

h. Township personnel may apply for room use as any other applicant. Sections (a) through (g) of this section applies to Township Personnel except no room deposit shall be required.

Article IV: Firehouse:

1. The Firehouse meeting room, kitchen and restrooms are available under this policy.

a. Applicants shall submit a Township provided application to the Administrator of the Township.

b. A room rate of \$35.00 per hour shall be charged for the use of this building. Township personnel are required to be present at all times the building is in use due to the required security of the fire and life squad equipment which is accessible from inside the building. Payment shall be rendered at the time of the accepted application in relation to the number of hours requested on the application. Payments made are not refundable unless cancellation notice to the Administrator is made within 7 days of the requested date of use. All checks shall be made out to Wayne Township.

c. At the time of the accepted application, a \$75.00 check from the applicant shall be required as a room deposit which shall be returned to the applicant in full less any funds required, but not limited to replace locks or keys, clean-up charges, replace or recover stolen items or to repair any damages. All checks shall be made out to Wayne Township.

d. If the room is to be used on a recurring scheduled basis, \$75.00 in cash shall be provided as a room deposit and shall be held by the Administrator, Fiscal Officer or any manner required by law, receipt of payment provided, until the end of the agreed time period. Refund of the deposit is the same as section (c) in this section. The room rate as stated in section (b) of this section shall apply and shall be paid to the Administrator no later than 7 days prior to each scheduled use and in accordance with the hours requested for the accepted use.

e. Applicant shall be responsible for any charges over and above the retained room deposit.

f. Daily and recurring room use shall only be available if Township personnel are available and agree to be present on the use date(s) and during the requested hours.

e. Township personnel may apply for room use as any other applicant and sections (a) through (d) of this section applies except no room deposit shall be required. There shall be no charge or payment received by any Township personnel for room rates or any other form of compensation or gain. Township personnel applying for such use shall be responsible for opening and closing the building, shall only do so during the date(s) and times as approved on the accepted application and for the approved use, and are responsible for, but not limited to clean-up charges, replacement or recovery of stolen items and damage repairs.

Article V: Maintenance Building/Storage Barn:

The maintenance building and storage barn are not eligible for use by any applicant.

Article VI: Appeals:

An appeal to the decision of the Administrator may be made directly to the Board of Trustees. The denied applicant shall make the request of an appeal to the Administrator who then shall place the appeal on the next available agenda of a regularly scheduled Trustee meeting. The Trustees shall have the right to uphold, amend or deny the appeal without cause.

BUILDING USE POLICY APPLICATION

Applicant: _____ Organization: _____

Resident () Employer () Twp. Employee () Non-res Property owner () Business owner ()
Church, non-profit, non-profit civic, Edgewood Schools (), other charitable organizations ()

Address: _____ City _____ Zip Code _____

Home Phone: _____ Cell Phone: _____ Email: _____

Room to Rent: Township Hall () Fire Community Room ()

Purpose of room rental:

Number attending: _____ (minimum 7)

Number attending: _____ No minimum for church, non-profit, school or charitable

Date(s) of Rental: _____ Time starting and ending _____

I have received a copy of the Building Use Policy and understand my responsibilities as applicant.

Signature: _____ Date: _____

~~-----Township Only-----~~

Keys: Released date _____ Returned date _____

Deposit Amount: _____ Date Received: _____ Date returned: _____ Cash () Check No. _____

Twp. Employee Monitor: _____

Costs:

\$ _____ Refundable Deposit (\$75.00)

\$ _____ Twp. Monitor Fees (\$35.00 per hour)

\$ _____ Total (Checks payable to Wayne Township)

() All parameters met to return deposit (Signature) _____ (Date) _____

() Refund not returned (Reasons) _____

