

**TOWN OF BOWLING GREEN
POLICIES FOR THE RENTAL OF TOWN FACILITIES**

PURPOSE:

To define the criteria used to determine who will be granted use of the Town Hall. Also, define regulations and guidelines pertaining to facility use.

Section 1 - Use of the Facility

There are two areas of Town Hall available for rent: One is the Main Hall and the other is the Lobby area. These areas may be rented separately or together. After all the Town events have been scheduled space may be rented on a first come/first serve basis.

Section 2 - Reservation of Facility

Specific areas may be reserved a year in advance by completing an application and payment of a deposit.

Section 3 - Responsibilities of Renter

Every applicant receiving permission to use the facilities will be responsible for the preservation of law and order on the property, to include the parking lot, and will be responsible for damage to the facilities and equipment during use. Any individual, group or organization that abuses the property or fails to comply with all rules and regulations will be financially responsible for any damages and may also be denied any further rental of the facility.

Section 4 - Inspection of Facility

Applicants will receive a facility maintenance list outlining the renter's responsibilities. An inspection of the facility after the event will be conducted to determine if the renter has fulfilled the agreement. Failure to fulfill this agreement may result in loss of some or all of the deposit and liability for any damage in excess of deposit.

Section 5 - Security/Alcohol

Security will be provided for the following:

1. Any event where alcohol is served and/or brought in and consumed by attendees. It is the responsibility of the renter to obtain a liquor license, if required by the ABC Board, their # is 1-800-552-3200.
2. Groups or organizations who have held functions and had problems documented by the Chief of Police.
3. Other events as determined by the Chief of Police.

The number of security personnel required will be determined by the Chief of Police using the criteria of number of personnel attending the event, type of event, past problems with group or organization, etc. Security personnel hired must not have affiliation with the group or organization conducting the event. Off duty Town of Bowling Green police personnel must be contacted first to fill the required security positions. If the required security positions can not be filled by Bowling Green personnel then the Caroline County Sheriff's Office will be contacted. The Chief of Police must approve all security personnel.

Section 6 - Supervision of Persons Under Age 21

Permission for groups comprised of persons under 21 years of age to use the facility must be approved by the Town Council and will be granted only if adults over the age of 21 accept responsibility for supervision throughout the activity. In cases such as this, the minimum ratio shall be one (1) adult for every fifteen (15) youth.

Section 7 - Storage of Equipment and Supplies

The Town will not provide storage facilities for users of the facilities. Equipment and/or supplies used by the renter are solely their responsibility and must be removed in accordance with the time period of the lease.

Section 8 - Burning of Candles, Open Fires

Freestanding candles and open fires are not permitted. Candles must be in fire resistant containers.

Section 9 - Animals

No animals or pets will be permitted in the building, with the exception of "seeing eye" dogs.

Section 10 - Smoking

No smoking is allowed in the facility at any time.

Section 11 - Supervision of Children

Children at an event sponsored by the facility renter must be under the immediate and close supervision of an adult over the age of 18 at all times.

Section 12 - Restrictions

The following are ineligible for rental of the facility:

1. Groups or organizations serving alcohol to persons under the age of 21.
2. Groups or organizations from outside the County using the facility for an event for private gain except for the sale of commodities or goods at retail.
3. Any group or organization whose disregard for and/or violation of the facility rules have necessitated exclusion from future use of the facility.

Section 13 - Limit of Event Hours of Operation

Drinking, dancing and music must be stopped at 1:00 a.m. Monday through Saturdays and at 12:01 a.m. on Sundays. (Town Code §74-17)

Section 14 - Rules and Regulations

1. Do not move pianos.
2. Do not throw rice or birdseed inside Town Hall.
3. **Do not use staples, tape or thumbtacks on tables, chairs, floors or walls.**
4. Do not allow loitering or noisy behavior in the parking lot.
5. Do not drag any objects across the floors.
6. Do not throw unused ice on shrubbery or flowers.
7. Do not use the fireplace in the Lobby. It is inoperable.
8. All tables and chairs must remain in the building. Do not block any entrances.
9. Obey the requests of Town Officials and Police Officers who have the authority to close the event if the lessee is found not to be in compliance with the Town Hall Policies and Rules and Regulations.

Section 15 - Air Conditioning

The Town Hall is air conditioned.

Section 16- Parking Lot

A public parking lot adjoining the Town Hall on the south may be used for the purpose of parking vehicles in connection with the renters' use of the facility. It is the renter's responsibility to maintain the cleanliness of the parking lot during the time of usage of the facility.

Section 17-Lighting

Lights on right hand side of entrance to the Big Hall. A panel box on the left side of the stage controls the lighting for the Big Hall. A dimmer switch is available for both the ceiling lights and side lights in the Big Hall and is located in the panel box.

We hope you enjoy your use of this historic building!