

RESOLUTION 158-2015

ADOPT RULES GOVERNING USE AND RENTAL OF TOWN OF WOODSTOCK FACILITIES

Offered by Supervisor Wilber, seconded by Councilman McKenna

BE IT RESOLVED, to adopt rules governing use and rental of Town of Woodstock facilities, annexed herein and effective immediately.

Rules governing rental of Town of Woodstock facilities

Governmental right to use of Town buildings, scheduled or not, will in all cases be superior to any non-governmental use, scheduled or not.

1. No building or sound/lighting system reservation will be made without the proper paperwork filed and all fees and security deposits collected in advance by the Town Clerk's Office. In the event a reservation is cancelled either by the Town or the applicant, the fee and security deposit may be used to reserve another time slot of equal duration, or be returned after submission of a voucher to the Town. All security deposit checks will be cashed and held in the Town's trust and agency account. Security deposits will be returned after submission of a voucher to the Town, provided that the Custodial Department determines that the applicable rules listed below were followed.

2. Groups using the building on a regularly scheduled basis shall pay fees at least one month in advance. If fees are not paid on time the event will be removed from the calendar. No reminder notices will be sent.

3. The following terms, conditions and regulations apply to all applicants. Failure to comply may result in a loss of applicant's security deposit and disqualify applicant from future rental of Town property. Rental of any town building shall be at the discretion of the Woodstock Town Board.

4. Application shall be made to the Town Clerk. Applicant shall be at least 21 years of age; proof may be required.

5. The practice of double booking to provide for a rain or snow date shall not be permitted.

6. Applicant shall sign a building rental agreement, and pay applicable fees and security deposit as established time to time by the Town Board.

7. The security deposit shall be \$100 for all rental agreements.

8. The per hour rental fee for the Mescal Hornbeck Community Center shall be:  
For Town of Woodstock Residents:

- Entire Community Center - \$50.00 per hour
- Front half of Community Center - \$35.00 per hour
- Rear Half of Community Center - \$25.00 per hour
- Full day rental - \$250.00 (9:00 AM - Midnight)

For non-residents:

- Entire Community Center - \$100.00 per hour
- Front half of Community Center - \$70.00 per hour
- Rear half of Community Center - \$50.00 per hour
- Full day Rental - \$300.00

9. Renters should be aware two groups may rent (front/rear) at the same time. To avoid double booking, if necessary, the entire Community Center rental fee should be considered.

10. Any event deemed a "Town Sponsored" may be eligible to have the fees modified. Some events may require appearance before the Town's Insurance and Safety Committee. The Insurance and Safety Committee will determine if additional Town services are necessary.

11. To rent the sound/lighting system a separate rental agreement must be filled out. \$50.00 Rental fee and a \$100 Security shall be paid to the Town Clerk at time of rental scheduling

- NOTE: Only a Town of Woodstock Sound/Lighting System authorized technician will be allowed to work the Sound/light system. Contact the Town Clerk's office for list of authorized technicians. All Technician fees will be paid directly to the authorized technician by the Building renter.

- Once the rental fees and security deposit are paid, the reservation shall be confirmed and put on the calendar. Phone reservations are not accepted.

12. Rental fees shall be refunded only if notice is given to the Town Clerk at least 72 hours prior the scheduled rental of the building, or if weather related events or events outside the control of the renter prevent use of the building.

13. Town buildings are available to rent for public meetings, events, classes, etc. Private functions or parties are not permitted.

14. Smoking, use of alcohol or controlled substances is prohibited and shall result in permanent loss of rental privileges.

15. The burning of candles or use of any incendiary is prohibited and shall result in permanent loss of rental privileges.

16. Any activity, such as tap dance, which could mark the floor, is prohibited.

17. Applicants who wish to advertise their scheduled event shall abide by Woodstock Code Section 260-31 E. Temporary Signs:

(1) All signs of a temporary nature, such as political posters, banners, and signs of a similar nature, restricted to church, school, civic and other nonprofit functions, shall be permitted for a period of 30 days, except as otherwise explicitly provided by this section, without issuance of a sign permit or payment of a fee. Such signs shall not, however, be attached to fences, trees, utility poles, traffic signs, or the like, nor be placed in a position that will either obstruct or impair vision of traffic or in any manner create a hazard or disturbance to the health, welfare or safety of the general public. Such signs may not represent a commercial product, activity or enterprise and shall not exceed 24 square feet per side. All such signs shall be removed within seven days of the close of the advertised event.

18. The Building Inspector shall approve prior to the event the use of equipment requiring more than typical electric loads, or the use of materials, such as fabrics that may require fire retardant standards. The Town Clerk shall be advised of the above uses when application is made for the building's rental.

19. The building shall be left in the same condition the renter found it; floors swept, and litter and trash removed. [NOTE: The renter shall not dispose litter and trash in Town receptacles; renter shall bring their own garbage bags.] Furniture, tables and chairs shall be restored to original places, unless otherwise advised by the Town. Do not touch the thermostat. Turn off the lights when departing, and make sure the doors are locked. If Building is in disrepair when entering the building, contact Dispatch at 679-2422 prior to event. [NOTE: Cleaning fees will be deducted from the security deposit if these terms are not followed.]

20. Tables and chairs shall not be removed from the building.

21. A key to enter the building shall be signed for at Emergency Dispatch. Key shall be returned to Dispatch immediately upon completion of scheduled event. Renter shall not pass the key to the next scheduled group.

20. Renter shall not nail, screw, fasten or paint onto any surface of the building, nor install any permanent or temporary fixture of any kind without the express permission of the Town Board.

21. A certificate of insurance naming the Town as additional insured (\$1,000,000 per incident, \$2,000,000 aggregate) may be required, as determined by the Town's Insurance Committee, for activities that are more than sitting or standing passively.

22. Call Woodstock Police/Dispatch at 679-2422 to report matters requiring immediate attention (plumbing, electric, damage etc.).

23. Long term rental (productions, plays, etc.) will be subject to a maximum of 22 days per rehearsal/performance and no more than three performances by any group per calendar year.

Additional Town Hall/Community Center Rules:

Mescal Hornbeck Community Center Rules:

- Any noise heard outside the building shall stop at 10pm Sunday through Thursday and at midnight Friday and Saturday; doors and windows shall remain shut.
- Rental of the building does not permit use of the kitchen facilities or the public access television studio; these uses require separate permissions.
- The Community Center is heated, cooled and ventilated; do not leave doors and windows open.
- Persons with a handicap shall not be prohibited from entering from the front of the building in order to access any other part of the building.

Town Hall Rules:

- Amplified music is not permitted at any time.
- The Justice Court bench is not to be used by non-governmental entities for any purpose, including placing of objects.
- Entry to the Justice Court bench by non-governmental entities is strictly prohibited.
- Non-governmental entities using the Town Hall and Community Center will abide by the terms of the Rules For Town Of Woodstock Building Rental, available in the Town Clerk's office.
- If chairs are moved from position required for Justice Court proceedings, chairs will be moved back to proper position after each use of the Town Hall, unless otherwise directed by the Town.
- Entities using the Town Hall over successive days will remove objects belonging to them that could potentially become projectiles after each daily use.
- The Town Hall is heated, cooled and ventilated; do not leave doors and windows open.

All voted 5-0: Supervisor Wilber – aye

Councilman Panza – aye

Councilman Wenk – aye

Councilwoman Magarelli – aye

Councilman McKenna – aye