



Resolution No. 2011-_____
Introduced: _____
Enacted: _____
Effective: _____

RESOLUTION

By The Commissioners of Barnesville, Maryland

Regulations for Use of Town Hall

1. The Town Hall of the Commissioners of Barnesville, Maryland, is limited in its use to official Town business, Town residents, or resident-sponsored events, and such private use can be reserved by contacting the Town Clerk.
2. For functions that are not the official business of the Commissioners of Barnesville, Maryland, there is established a rental fee for any use of the Town Hall. The fee schedule is:

	Town Resident	Non-Town Resident**
Single Use	\$25	\$50
Multiple Day Use (all days paid in full at time of initial request)	\$20 each day	\$40

**Any use of Town Hall by a Non-Town Resident must be sponsored by a current Town Resident

Security Deposit	\$40	\$80
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Security Deposit will be returned to renter after use and final inspection. Security Deposit payment should be separate from use/rental payment.

There shall be no prorating of fees. There is no penalty for cancellation of a reservation at least fifteen (15) days prior to the reserved date. If the reservation is cancelled less than fifteen (15) days prior to the event, the security deposit shall be forfeited as liquidated damages to the Commissioners of Barnesville, Maryland.

3. A security deposit in the amount of Forty Dollars (\$40.00) is required, payable in advance by a separate check. This deposit will be retained as liquidated damages for any violation of these regulations and/or any damage to Town Hall, its furnishings or fixtures, or the surrounding areas, or cancellation within fifteen (15) days of the scheduled event. Notwithstanding the foregoing liquidated damages in terms of the deposit, the Commissioners of Barnesville, Maryland, reserves the right to seek additional damages against any user for damages not otherwise covered by the amount of the deposit.

4. Rental fees and security deposits are required for all events, with the exception of extraordinary events such as, for example, a memorial service for a Town resident or former resident.

5. Occupancy of Town Hall is limited to 92 persons, as established by the Fire Marshall of Montgomery County, Maryland.

6. Responsible adult Town resident supervision is required at all times. The Town resident making the reservation will be fully responsible for the conduct and action of all guests, and for conformance with these regulations, as well as any and all damages sustained to Town Hall, its grounds, and adjoining premises. The Town resident sponsor is required to be present during the entire time of the rental event.

7. All activities held primarily for children and/or teens (i.e., persons under eighteen (18) years of age) must be attended by adult sponsors, and at least one (1) adult sponsor must be in attendance for each ten (10) teens, pre-teens and children. The full names, addresses and telephone numbers of the adult sponsors must be listed on a separate sheet and attached to the Use Application. Failure of listed adults to appear for the scheduled activity will result in an automatic revocation of permission to use Town Hall, forfeiture of the deposit and rental fee.

8. Rental of Town Hall and the surrounding area is not to extend beyond 9:30 p.m., Sundays through Thursdays, or 11:00 p.m. on Fridays and Saturdays. Clean-up, however, may be performed until 10:00 p.m. Sundays through Thursdays, and until 11:30 p.m. Fridays and Saturdays. No preparation for rentals or clean-up from the night before may start before 8:00 a.m.

9. All users and guests are required to abide by all parking and speed restrictions as stated on posted signs within the corporate limits of the Town. Currently parking is allowed at the Barnesville Baptist Church. All specific parking rules and directions apply.

10. Music, amplified sounds and other noise shall be kept to a minimum level, to avoid disturbing neighboring residents. At any time that the windows and/or doors are open, no sustained noise is to be generated after 9:00 p.m. Sundays through Thursdays, and after 10:00 p.m. on Fridays and Saturdays.

11. All alcoholic beverages are prohibited unless the President of the Commissioners of Barnesville, Maryland executes a separate valid alcohol permit.

12. Smoking is prohibited within Town Hall and on the adjacent property thereof.

13. The charging of admission or activity fees or a fee for any service, food, or beverage, or the charging of any fee whatsoever, is strictly prohibited, except in the case of certain Commissioner-sponsored events.

14. Town Hall must be left clean and orderly per the rules and checklist provided. The Town resident reserving Town Hall must remove all trash to the onsite trash containers. A bin for recyclable items is provided for glass bottles, plastics and cans – however all recyclables must be removed by renter. All windows must be closed and locked, and tables and chairs properly stored. Lights shall be turned off. Floors shall be swept and any mud, beverages, food, etc. on the floors shall be appropriately mopped. The security deposit may be withheld if these conditions have not been fully satisfied, if there are any other violation of the rules and regulations for use of Town Hall, or if the keys should not be returned to the Town Clerk within twenty-four (24) hours following the conclusion of the event.

15. The use of any portable stove, cook top, grill, griddle, deep-fat fryer, broiler, frying pan or any other use of any appliance or contrivance to prepare or cook food, either within Town Hall or on its surrounding premises shall be a violation of the user agreement and the user agreement may be immediately terminated.

16. Exceptions to the rental schedule and cancellation policy may be determined from time to time, but only by an affirmative vote of a majority of the Commissioners of Barnesville, Maryland.

APPROVED BY THE COMMISSIONERS OF BARNESVILLE, MARYLAND:

Date: _____

ATTEST:

, Town Clerk

, President