



Village of Turtle Lake

Use of Municipal Building & Grounds

POLICY

It shall be the policy of the Turtle Lake Village Board to permit the buildings and grounds to be used for purposes, which do not interfere with its municipal functions.

1. Whenever possible, arrangements will be made for constituents to use the facilities at no charge. When making decisions regarding scheduling of the groups using the municipal facilities where rent is not charged, the administration shall give priority in the following order:
 - a. Village sponsored activities
 - b. Other community activities
 - c. Regularly scheduled adult recreational or educational activities
 - d. Impromptu groups of youth or adults
2. The rental fee applies when events are held for profit or fees are charged or collections taken; outside groups are providing classes, Village staff is devoting time for preparation and clean up; and other events where circumstances create a cost to the Village. If a group renting the facilities requests the use of the Village facilities on a continuing basis for more than one year, a contract specific to their circumstances will be negotiated with the Village Board yearly.
3. Each group requesting the use of Village facilities must have a contact person who is accountable to insure safe and secure utilization and that no damage occurs. Unless a group is renting the facility, regularly scheduled youth and adult activities shall be open to all constituents within the respective ages of the group.

Absolutely nobody under the age of eighteen will be allowed in the building without adult supervision.
4. Discretion may be used by the Administration with direction from the Village Board/President for requests of use outside the regular hours of operation.
5. A Facility Use Request form must be received at least forty-eight (48) hours before the desired time for use of the facilities. It is understood that the group using the facilities accepts the responsibility of governing the conduct of all people in attendance and that alcoholic beverages will not be brought onto the grounds or into the building. It is further understood that smoking is not permitted in Village buildings and said policy will be enforced.
6. Groups using the facilities on a regular basis at a specific time only need to complete a Facility Use Request form once per year. If the group deviates from their regularly scheduled time, the Administration Office must be notified immediately.
7. The group granted permission to use Village facilities shall be given a copy of applicable rules governing the use of such facilities. The Facility Use Request form will include a waiver of liability and a declaration that the group or individual carries liability insurance.

Village of Turtle Lake

Use of Municipal Building & Grounds

8. General rules that apply to all building users:
 - a. The responsible person shall be held accountable for the security of the building including but not limited to monitoring the open door and supervising the group and all adjacent areas.
 - b. The responsible person must be familiar with evacuation routes and emergency phones.
 - c. The responsible person must ensure that upon departure the building is locked, the lights are shut off, and that all members of the group are out of the building.
 - d. The responsible person is responsible to report any damage to the facility or any other suspicious intruders or circumstances.

FEES

Rental fees* - to be paid 24 hours in advance:

	First 4 Hours Minimum	Each Add'l Hour
Municipal Chambers	\$25	\$10

*Rental fees may not apply to local civic or recreational groups.

REQUEST FORM

FACILITY USE REQUEST