

**VILLAGE OF WALES
POLICY FOR USE OF COMMUNITY BUILDING**

1. Each application must identify one individual, age 21 or older, to serve as the responsible party for this facility use agreement. The responsible person identified herein agrees:
 - a. rental fee will be forfeited for any events not canceled at least 48 hours in advance.
 - b. To be held accountable for the facility,
 - c. To assume liability for any costs incurred by the Village of Wales for maintenance or repairs resulting from damage to said facility,
 - d. That under no circumstances shall users identified in this application use facilities not specifically requested and authorized,
 - e. The use of this facility shall be limited to the date(s) requested and approved,
 - f. The Village of Wales and its agents shall not be held responsible for accidents, injuries, or the theft of personal property incurred by parties using Village facilities,

2. Rules of Hall:
 - a. NO SMOKING. (This is a government building)
 - b. NO OPEN FLAMES.
 - c. No decorations are to be attached to the walls, ceilings or any surfaces in the building or outside
 - d. All functions must end no later than 12:00 a.m.
 - e. Side doors are to remain closed
 - f. Return thermostat to original temperature prior to leaving
 - g. All garbage must be removed from building (trash cans are located outside of building)
 - h. If you need to contact anyone for emergency reasons during the rental – try _____
 - i. ALCOHOL IS NOT allowed in the Community Building
 - j. No chairs or tables are to be removed from the Community Room or surrounding property
 - k. Adult supervision is required at all times when juveniles are present
 - l. The room is to be left the way you found it. Maintenance personnel will determine the status of cleanliness after each event in order to determine the appropriate refund of any deposit

3. Keys shall be picked no earlier than *24 hours prior to the event and returned the day following the event. Village Hall hours are Monday through Friday from 8:00 a.m. to 1:00 p.m. *For weekend events the key shall be picked up Friday by 1:00 p.m. and returned by the Monday following the weekend event. In the event the keys are not returned there shall be a fee assessed to the Applicant for the re-keying of the locks.

4. Kitchen Use:
 - a. The kitchen shall not be allowed without specific authorization from the Village of Wales. Anyone using the kitchen without permission shall be subject to the loss of the security deposit and assessed any fees associated with damage to the area.