

## Village of Churchville Meeting room use regulations

It is the intent of the Village of Churchville Board of Trustees to permit organizations to rent the meeting room located at 23 East Buffalo Street, Churchville NY when it is not scheduled to be used for governmental functions. It must be noted, however, that the use for governmental functions will pre-empt any other use even if the room has been reserved by another organization. The rental is for the use of the Meeting Room only and no village equipment or supplies are available to non-governmental organizations. The Village General Office area is not available at any time for this purpose.

Any organization that wishes to rent the facility, must:

1. Complete the *Application for Use of the Village of Churchville Meeting Room*.
2. Return the completed application to the Village Clerk along with a non-refundable rental fee in the amount of \$25 and a refundable deposit in the amount of \$50. The application must be received at least thirty days (30) in advance of the desired date. The deposit will be returned by the Village Clerk upon satisfactory inspection of the room by the Superintendent of Public Works.
3. The meeting room may be available for day or evening meetings.

General regulations are as follows:

- I. No meals may be prepared or served in the meeting room. Light refreshments, however, are permitted.
2. No alcoholic beverages are permitted.
3. The building is a non-smoking facility.
4. An adult must be present at all times.

General Procedure:

1. An employee of the Village will unlock the facility approximately one-half hour before the designated time. At that time, the renter should estimate a time when the employee should return to lock the facility. In no case, should the renter leave the building unattended should there be a delay in the employee returning.
2. The renter should make sure that the meeting room is returned to its original state.
3. In the event there is a problem (or the meeting is adjourned earlier than expected), the employee will leave a number where he/she can be reached.

APPLICATION FOR USE OF  
VILLAGE OF CHURCHVILLE MEETING ROOM

- Refer to the attached "General Policy and Village Meeting Room Use Regulations"
- Please print with black or blue ink
- Return this form with the \$25 fee and the \$50 refundable deposit to:  
Village of Churchville  
23 E. Buffalo Street  
Churchville, New York 14428

Name of Organization

Number in Group

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Adult Responsible for Group

Home Phone

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Street Address

Work Phone

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City, State

Zip Code

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Purpose for which the room will be used

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Date requested

Hours of usage

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Signature of Applicant

Date

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Approved

Denied

by \_\_\_\_\_

Date \_\_\_\_\_