

HALL USE BY CITY NON-PROFIT ORGANIZATIONS POLICY

1. Part of the Hall to use:

Any non-profit organization of New Auburn will be allowed to use the east side of the city hall (including the kitchen on the east side of the hall) for a monthly meeting. Organization must pay rent for any fund raising activities or if the council deems the use excessive. Each organization must register with the city office. Each organization must provide the city a contact person with phone number and address to the city clerk.

2. Scheduling meeting dates and times:

All meeting schedules must be filed annually with the city. The city must be notified of any meeting changes or additional uses of the hall. The council has the right to rent out the hall on an organizations meeting night and must contact that organization as far in advance as possible. Any City departments may use the hall on an organizations scheduled night provided that organization is notified. This includes but is not limited to fire department training and public meetings held by the city council.

Hall use priority list:

- a. rent out (renting out is on a first to reserve basis)
- b. city departments (such as fire department and city council)
- c. special occasion (such as Easter egg hunt, Christmas and bike-a-thon)
- d. non-profit monthly meetings

3. Clean up:

Upon leaving the hall all floors must be swept (including the kitchen and bathrooms) and all garbage must be bagged up and taken out to the dumpster. The hall must be left in a neat, orderly condition. All tables and chairs must be washed and picked up and put on the racks. The streets must be cleaned of all debris, cans, bottles, etc. The cost of any cleaning that is left undone and any damage that occurs during the time an organization is scheduled to use the hall will be the sole responsibility of that organization. All damage must be paid for in full within 90 days or the use of the hall will be suspended until payment is made in full.

4. Security:

All organizations will be issued one key. The key must be signed for and returned according to the key policy. All doors must be locked upon leaving the building, never leave the building unattended while unlocked. No one (other than the fire department) is allowed in the truck bays, fire department meeting room, fire department kitchen or any room used by the fire department unless authorized by the City Council.

The council has the right to change or discontinue this policy at any time. This policy will take affect as of March 20, 2007.