

Approved by Town Council on February 4, 2013

The purpose of this policy is to define the scope, limitations, and procedures for the use of the community rooms the Town of Zionsville maintains for the use of its citizens.

1. General purpose room with kitchen in the Town Hall.

Basis for Use

The community rooms are taxpayer owned facilities, and as such, their use is limited to Zionsville citizens and their guests. For purposes of this policy, three (3) user categories shall be defined:

1. public/civic/not-for-profit groups - room use on non-fee basis (except kitchen or set-up fee)
2. non-commercial private special events - use the room on fee basis
3. private commercial interests - no use.

Building Use Restrictions

The Community Rooms are in municipal office buildings whose primary function is the conduct of Town business. The offices and assembly room of the Town Hall are separate secured zones from the Community Rooms. Access by the public to these secure areas is restricted to the conduct of Town business during normal working hours or public meeting times as applicable. The use of the Town Hall Bev Harves Room is likewise restricted to use by government bodies, or by public officials in execution of their duties.

Notwithstanding any of the provisions of this policy, the Town reserves the right to permit or deny use for any purpose, in any area of the building, at its sole discretion.

Procedures

1. Requests for use should be made to the Director of Communications & Community Relations two (2) full working days in advance of the desired use date.
2. The responsible person for a group shall sign a short Use Agreement form acknowledging responsibility and liability issues. (The agreement records the user, purpose of use, special requirements, fees, and user obligations.)
3. Users will conduct themselves in an appropriate, safe manner and return the room to its original clean condition.
4. For use after normal work hours, the Community Room will be left unlocked for free access by the scheduled user. The police department will lock the building at the conclusion of the requested use.
5. Insurance -- Private special event users are required to provide evidence of general public liability insurance naming the Town as an additional insured. Civic groups will be covered under the Town's liability insurance coverage.

Related Issues

Special event use of the Town Hall parking lot, grounds, or shelter shall follow the Town's special event policy.

TOWN OF ZIONSVILLE COMMUNITY USE AGREEMENT

- The User shall keep the Community Room clean and free from rubbish, trash or debris during its use. To the extent that the Town must clean rubbish, trash, or debris from the Community Room or the Town Hall after its use, the Town may charge custodial fees to the User, and the User shall pay such amounts promptly to the Town.
- Horseplay, gambling, or the carrying of firearms is prohibited in or around the Community Room or the Town Hall.
- The User shall be responsible for any items lost or stolen from the Community Room or the Town Hall.
- The Town shall not be responsible for any accident or injury occurring within the Community Room or the Town Hall by the User or the User's members and/or guests, and the User shall defend, indemnify and hold the Town harmless from and against any costs, loss, damage or expense, including, without limitation, reasonable attorney's fees, incurred as a result of any claim, suit, liability or demand arising out of or relating to the User's use, control, maintenance, alteration, or occupancy of the Community Room.
- The User accepts the Community Room in an "AS-IS" condition and acknowledges that the Town and its elective representatives and agents have made no express warranty or representation regarding the physical or environmental condition of the Community Room.

Required Liability Insurance for Non-Commercial Private Special Events

Non-Commercial Private Special Event Users shall maintain a policy of comprehensive general public liability insurance insuring and defending the Town against any cost, loss, damage, or expense incurred by reason of any claim, suit, liability or demand for bodily injury, death, or damage arising out of, pertaining to or involving the User's use, control, maintenance, alteration or occupancy of the Community Room, in the minimum amount of One Million and No/100 Dollars (1,000,000.00) for bodily injury or death to any one person, One Million and No/100 Dollars (\$1,000,000.00) for bodily injury or death to any number of persons in any one (1) incident, and One Hundred Thousand and No/100 Dollars (\$100,000.00) for property damage, with regard to each such claim, suit, liability or demand. The Town shall be named as the insured party on all insurance policies required pursuant to this Agreement. The User shall provide the Town with a Certificate of Insurance of such policy prior to the User's use of the Community Room.

Note: This application for use of the Community Room does not automatically obligate the Town of Zionsville to grant the use of the room for the purpose requested. Use of the Community Room for any purpose is within the sole discretion of the Town of Zionsville.

By signing below, I attest that I am familiar with the above requirements and agree to the terms of this Community Room Use Agreement.

Signature of responsible party(ies):

Sign: Print:

Address:

Telephone: Fax: E-Mail:

APPROVED BY THE TOWN OF ZIONSVILLE

By:

Title:

Date:

INDEMNIFICATION AGREEMENT

[] (Named user) agrees to unconditionally, absolutely and irrevocably defend, protect, indemnify, and hold harmless the Town of Zionsville, Indiana, and its officers, agents, servants, and employees from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed, recovered, against or from [] (event) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incidental to the negligence of the Town of Zionsville or by third parties, or by the officers, agents, servants or employees or vendors.

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