

# **Town of Troy Town Buildings and Grounds Community use of Town Buildings and Grounds Policy**

## **General**

The Town of Troy recognizes that the community has a large investment, via tax based dollars, in the "Town building and grounds", and it encourages that said facilities be used for legitimate community and municipal purposes. The Town of Troy also recognizes the use of the Town buildings and grounds as a privilege, not as a right.

## **Who may Use**

Town of Troy community based organizations may use the Town buildings and grounds along with responsible community groups as prescribed by the Troy Town Board. A group or organization must fit at least one of the following criteria in order to use the Town buildings and grounds:

1. Municipal organizations
  2. Any benevolent, charitable, or civic no-profit organization based in, or serving, the Town of Troy such as, for example, citizen advisory groups, Boy Scouts, Girl Scouts, Brownies, Cub Scouts, 4-H groups.
  3. Any non-profit organization, club or group with a registered office address of record in the Office of the Wisconsin Department of Financial Institutions that is within the Town of Troy.
- The Town of Troy, Board however, reserves the right to cancel a scheduled use in the event of an actual anticipated violation of any rule, regulation or law if a governmental user requires the use of the facility. Any misrepresentation on the application may void and permission concerning use of the facilities.

## **Availability**

1. The requirements of the Town of Troy Board shall be given first priority.
2. Municipal functions shall have first priority after the boards.
3. Reservations for the use of the Town buildings and grounds will be accepted in the Town of Troy Clerks office during normal business hours (9AM to 12PM Wednesdays) and will be considered in the order they are received.
4. Community organizations for the public (i.e. 4-H, Boy Scouts, Girl Scouts, etc.) shall be given priority over private community organizations (i.e. Home owner associations).
5. Unless special arrangements are made, facilities are generally not available on Sundays or holidays.
6. Unless special arrangements are made, it is expected that facilities will not be used later than 10:00 PM, with the exception of municipal meetings.
7. The Town of Troy Board shall authorize the use of any specialized equipment. Such equipment would include any future possibilities of PA systems, overhead projectors, etc.
8. We will not issue a key to any group. Various members of the community currently can access the Municipal Building, board members, employees, fire department volunteers, etc. A list of these "sponsors" will be made available. A group must find a sponsor who will volunteer to unlock the building and will be accountable for that group.

## **Procedure**

The Town of Troy Clerk shall be authorized to make all arrangements necessary for the use of the Town building and grounds and to establish standards of supervision in accordance with Town of Troy policies.

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## **General Regulations**

The following regulations shall be observed with regard to the use of properties of the Town buildings and grounds:

1. Meetings shall not be held that violate any local, state or federal laws.
2. All groups shall have at least one adult supervisor for every six children, and shall be present at all times.
3. The user shall be responsible for the conduct of both patrons and participants.
4. It shall be the responsibility of the user to pay for all damages to the town buildings and grounds or equipment that may occur as the result of a group's use of the equipment or facilities.  
The Town of Troy Board may request an insurance policy of the facilities user to insure that should damages and/or personal injury occur at the Town buildings and grounds, Town of Troy will not be held responsible.
5. Use of any area shall be for use of the area in its normal condition.
6. It shall be the responsibility of the user to leave the facilities in a clean and orderly manner; otherwise a custodial fee may be charged. The following guidelines listed below would be examples of minimal expectations that are required.
  - a) All tables/chairs shall be returned to their original placement
  - b) Carpet/flooring needs to be cleaned (spills/stains cleaned up, carpet vacuumed if necessary)
  - c) Disposal of garbage properly (if bag is full, put in dumpster in back and replace with a new bag)
  - d) Garbage and Recycle must be separated
  - e) Kitchen cleaned up
    - i. All dishes/utensils washed and returned to proper location
    - ii. Counter Tops/Tables cleaned
    - i.i.i. Coffee Pot/Stove/Microwave cleaned
  - f) Bathrooms clean.
7. No smoking is permitted inside the municipal building.
8. Town Boards consent is required to put up decorations or scenery prior to date of usage.
9. Town of Troy assumes no responsibility for properties left on the premises by the user, the user's patron, or the user's participants.
10. No food or drink allowed in the TOWN OF TROY BOARD ROOM.
11. FIRE MEETING ROOM and kitchen may be available upon request and must be arranged/scheduled with an authorized Fire Department representative.
12. Parking shall be in the Main Parking lot located on the South side of the building.
13. The user further agrees to hold the Town of Troy harmless.

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**Assignment of Fees**

Until said policy is changed by the Town of Troy Board directly, no 'rental fee' shall be charged.

A custodial charge may be issued for damage to the property. The charge assessed shall cover any and all expenses occurred in returning the facilities to the original condition before damages were done. The minimal amount for a fee shall be \$25.

The municipal clerks and/or the Municipal Building Custodial services shall review the condition of the Town buildings and grounds daily.

**Compliance of guidelines and fees**

Failure to follow these guidelines or pay any assessed fee shall result in the revocation of that user's privilege to use the Town buildings and grounds.

This policy has been adopted and approved on August 12, 2009.

\_\_\_\_\_  
Town of Troy Authorized Representative

\_\_\_\_\_  
Date

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**Use of Town Buildings and Grounds License and Hold Harmless Agreement**

I sign this document, in duplicate, stating I am reserving the use of the  
Town buildings and grounds.

This signed document serves as a formal acknowledgement that I have read,  
understand and agree to comply with the Town of Troy Policy.

I understand that one signed document will stay with the Town of Troy as part  
of its record. The other signed document will stay with my records.

Finally, I understand that the signing of this document is to be witnessed by  
one of the following: Town of Troy clerk, treasurer, Town of Troy deputy  
clerk, or an elected Town of Troy official.

DATE TO BE RESERVED \_\_\_\_\_

ALTERNATE DATE \_\_\_\_\_

\_\_\_\_\_  
USER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE