

# VILLAGE OF ALTAMONT

## USE OF COMMUNITY ROOM REGULATIONS

It is the intent of the Village of Altamont to accommodate the needs of the Village Government, Altamont Fire Department, Village based non-profit groups, Village Officials, employees, volunteers and the community in their needs for meeting space. The following guidelines will encourage the use and preserve the quality of this space.

1. Request for Use of the Community Room, Room Setup Form and Use Regulations are available at the Village Hall and online at [www.altamontvillage.org](http://www.altamontvillage.org).
2. The Village Government and the Altamont Fire Department meetings and events shall have propriety in use of the Community Room. A Request for Use of the Community Room is to be completed and returned to the Village Office for routing, coordination, conflicts and cleaning schedule. A calendar will be maintained at the Village Hall for use of the room.
3. Altamont based non-profit groups, Village Officials, employees and Altamont Fire Department members and Ladies Auxiliary members qualify to use the Community Room as outlined in the current Facilities Rental Fee Schedule.
4. Except as designation of location, the name Village of Altamont may not be used in any publicity relating to use of the Community Room.
5. The Community Room shall not be available for commercial sales, advertising purposes or the overt and exclusive solicitation of future sales.
6. The use of the Kitchen is available under separate agreement with the Ladies Auxiliary of the Altamont Fire Department. A separate application is required and is available at the Village Office or online at [www.altamontvillage.org](http://www.altamontvillage.org).
7. The Request for Use of Community Room form must be completed in full including signature of 'Person in Charge', accompanied by the Room Setup Form, Refundable Security Deposit of \$ 50, Rental Fee, and Certificate of Insurance (if required) at least 4 weeks prior to rental for reservation to be considered confirmed. Verbal request will only hold requested date for 7 days, after 7 days the date shall become available for rental to others.
8. The 'Person in Charge' will be responsible for the removal of all refuse at the end of their event. The room is to be left in the same condition in which it was rented. Failure to observe the clean up regulations or remove the refuse will result in the loss of the refundable security deposit and may result in the forfeiture of future rental privileges. The 'Person in Charge' will be held liable for any damages to the room, furnishings, floors, bathrooms and kitchen.
9. The Village of Altamont will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the Community Room. The rental is for the period of time as listed on Village of Altamont Facilities Rental Fee Schedule.
10. All programs involving minors must have designated adult supervisors who will be responsible for the conduct of the participants.
11. All Village Facilities are 'smoke free' environments.
12. Parking is permitted in the Village Parking Lot except in prohibited areas.