

Meeting Space Use Policy & Expectations

Purpose

The meeting space at Town of Fenner building is made available to community members, nonprofit groups, and local organizations for civic, educational, and community-focused activities. These policies ensure fair access, responsible use, and a safe environment for all.

Eligibility & Priority

- community groups and local organizations may request use of the space.
- government meetings and official functions take priority over all other reservations.
- commercial, political campaign, or fundraising events may be restricted or prohibited depending on local regulations.

Reservation Procedures

- requests must be submitted at least **(5)** days in advance using the official reservation form.
- reservations are reviewed on a first-come, first-served basis.
- applicants will receive confirmation or denial in writing from the designated office.

User Responsibilities

- set up and clean up the space unless otherwise arranged.
- return furniture and equipment to their original configuration.
- ensure all attendees follow facility rules.
- report any damage or safety concerns immediately to staff.

Prohibited Activities

- alcohol, smoking, vaping, or controlled substances are not permitted.
- open flames, candles, or hazardous materials are prohibited.
- activities that create excessive noise or disruption are not allowed.
- unattended minors are not permitted in the space.

Food & Beverages

- light refreshments may be allowed depending on facility rules.
- users must dispose of all trash properly and leave the space clean.

Equipment Use

- users are responsible for proper operation and care of any equipment provided.

Liability & Damages

- users assume responsibility for all participants and activities during their reservation.
- costs for damages, cleaning, or rule violations may be billed to the applicant.
- the local government is not liable for lost or stolen items.

Cancellations

- users must provide at least 24 hours' notice for cancellations.
- the local government reserves the right to cancel reservations due to emergencies, building closures, or official business.

Compliance

Use of the meeting space signifies agreement to follow all policies, staff instructions, and applicable local laws. Failure to comply may result in loss of future reservation privileges.

Meeting Space Use Request Form

*Email this document back to the Town Clerk at townclerk@townoffenner.com

Town of Fenner – Meeting Space Reservation Request

Please complete the following form to request use of the public meeting space. Submission of this form does not guarantee approval. A representative will contact you to confirm availability and next steps. There is a \$50 refundable fee to rent the room

1. Applicant Information

- **Organization/Group Name (if applicable):**
- **Primary Contact Person:**
- **Phone Number:**
- **Email Address:**
- **Mailing Address:**

2. Event Details

- **Event Title/Name:**
- **Purpose of Event:**
- **Requested Date(s):**
- **Requested Start and End Time:**
- **Expected Number of Attendees:**
- **Is the event open to the public? (Yes/No)**
- **Will any fees be charged to attendees? (Yes/No — if yes, explain)**

3. Space & Equipment Needs

- **Room Setup Requested:**
 - Classroom
 - Theater
 - Boardroom
 - Open/Other (describe):

- **Equipment Requested:**

- Tables/Chairs
- Other (describe):

4. Additional Requirements

- **Will food or beverages be served?** (Yes/No — if yes, describe)

- **Will outside vendors be present?** (Yes/No — if yes, list vendors)

- **Special accommodations needed:**

5. Agreement & Acknowledgment

By submitting this form, the applicant agrees to comply with all facility rules, policies, and instructions provided by the [Town/City/County Name]. The applicant accepts responsibility for any damages, cleanup, or violations that occur during use of the space.

- **Signature (typed name if submitting electronically):**
- **Date:**

*Email this document back to the Town Clerk at townclerk@townoffenner.com