

# 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](mailto: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:**

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