



**TOWN OF MILLVILLE**  
36404 Club House Rd., Millville, DE 19967  
(302) 539-0440  
www.millville.delaware.gov

## **USE OF COMMUNITY ROOM POLICY**

### **I. Purpose of This Procedural Memorandum**

To establish the procedures and determine the conditions for public use of the meeting room (hereinafter referred to as the "Community Room") at the Millville Town Hall. These regulations do not provide for public use of the other offices located in the Town Hall. These regulations do not apply to the use of the Community Room by the Town government and authorized employees.

### **II. Policy for Use of the Community Room at the Millville Town Hall**

- A.** The primary purpose of the facilities of the Town of Millville government is to allow the Mayor, Town Council, and employees to conduct Town business.
- B.** Public use of the Community Room at the Millville Town Hall shall be limited to:
  - 1.** Non-profit organizations that serve the residents of Millville and surrounding communities.
  - 2.** Non-Town of Millville governmental agency for official business that relates to the provision of governmental services to residents of the Town of Millville and surrounding communities.
  - 3.** Civic, cultural, charitable, educational, religious, recreational and similar activities of a non-profit or non-commercial nature and for intergovernmental purposes such as but not limited scouting groups, homeowners associations, etc.
- C.** The Town Manager and/or his/her designee is responsible for the management and operation of the Community Room at the Millville Town Hall where his/her office is located. Anyone seeking to reserve the Community Room at the Millville Town Hall must complete the application process as detailed in Section V, Making and Canceling Reservations. In the absence of the Town Manager and/or his/her designee, any Town employee is hereby authorized to enforce this Procedural Memorandum.
- D.** Limitations on Reservations of the Community Room
  - 1.** Any reservation is subject to cancellation if the space is needed for official Town of Millville business.
  - 2.** The Community Room of the Millville Town Hall cannot be reserved in advance by or for the same applicant and/or activity for more than one activity each month. No activity
  - 3.** reserved in advance shall be allowed to take place for more than four (4) hours between the hours of 9 a.m. to 9 p.m.
  - 4.** In the event the Community Room at the Millville Town Hall has not been reserved within 72 hours of a particular day, then the Community Room can be reserved by an applicant even if that applicant has already had a reserved activity earlier that month or an advance reservation for later in the month.

5. No applicant shall be allowed to reserve or use the Community Room for commercial purposes.
6. No applicant shall be allowed reserve or use the Community Room for more than the Capacity Limit of **112** persons.

### III. Fee Schedule

- A. No Application Fee or Security Deposit will be charged to any non-Town governmental agency for official business that relates to the provision of governmental services to residents of the Town of Millville.
- B. No Application Fee will be charged to any Town of Millville resident for any activity or event at the Millville Town Hall. However (1) **a \$100 deposit will be charged and returned** after the activity or event if the Community Room is returned to its standard configuration at the end of the reserved time and without any damage and (2) An **additional \$20 per hour fee will be charged for a Town employee to open and close the building** and be available if the event is after normal Town Hall hours of operation (9 a.m. to 4 p.m., Monday through Friday).
- C. A **\$100 Application Fee** and **\$100 Security Deposit** will be charged to all other non-profit organizations from surrounding towns. Also, a **\$20 per hour Additional Fee will be charged for a Town employee\*\*** to open and close the building and be available if the event is after normal Town Hall hours of operation (9 a.m. to 4 p.m.), Monday through Friday.

### IV. Use of the Community Room at the Millville Town Hall

#### A. Application Requirements

Any use by the public of the Community Room at the Millville Town Hall shall require a signed and approved application (See Attachment 1).

#### B. Advertisements

The identity of the sponsoring person or organization and the time and location of the event must be clearly stated on all advertisements and invitations.

#### C. Temporary Signs

Only directional signs shall be allowed outside the reserved Community Room. Requests for signage must be included and approved in the Application and must comply with the following:

1. The maximum size of any sign is one square foot and no more than three signs shall be used.
2. Signage shall not be set up more than one hour prior to the scheduled event and must be removed at the conclusion of the event.
3. No signs shall be placed so as to block the line of sight of the Town's permanent signage at the Millville Town Hall or block the line of sight of any vehicles.

#### D. Fund-Raising Activities

1. If the usage of the Community Room includes the sale of merchandise or services, the applicant must be a non-profit organization. The funds raised must be used to support or benefit activities of a non-profit or non-commercial nature that serves the Town of Millville residents.
2. Space may be reserved no more than twice a year per non-profit organization to sell merchandise or services.

## **V. Making and Canceling Reservations**

- A.** Reservations are required for the use of the Community Room at the Millville Town Hall which has its own established hours of operation (9 a.m. to 4 p.m., Monday through Friday).
- B.** No application will be considered approved until the Town Manager and/or his/her designee has approved it. Any changes made to an approved application may cause the initial approval to be rescinded.
- C.** Cancellations must be reported as soon as possible to the Town Manager's office. No-shows or failure to cancel in a timely fashion could result in denial of future use.
- D.** On days that the Town employees are granted unscheduled leave, staff may not be able to accommodate any special request previously approved.
- E.** Any reservation is automatically canceled on any day that the Town government employees are granted administrative leave.

## **VI. Applicant's Responsibilities**

Once an application is approved, the applicant shall:

- A.** Ensure that a person listed on the application is present in the reserved area at all times and has in his/her possession a copy of the approved application. If the only responsible adult present was not listed on the original application, that person must inform the Town Manager's office of that fact and add their name to the application. The newly-identified responsible adult should then receive and review a copy of the updated application and a copy of this procedural memorandum.
- B.** Ensure that event participants shall not be restricted from participation based on race, religion, color, gender, age, national origin or disability.
- C.** Ensure that any use shall be the use approved in the application.
- D.** Ensure that no signs or objects are affixed to any building surfaces.
- E.** Provide at least one adult chaperone for every 10 children under 18 years of age. Thus, if 11 children are present, two adult chaperones are required.
- F.** Ensure that the number of participants does not exceed the approved number of participants.
- G.** Ensure that participants park only in designated parking areas.
- H.** Ensure that the events and participants remain within the approved Community Room.
- I.** Ensure that alcoholic beverages are not served or consumed at the Community Room. However, light refreshments (coffee, water, cookies, donuts, etc.) can be set up in the lobby of the Town Hall.
- J.** Guarantee that activities shall be peaceful, orderly, lawful and not of a nature to incite others to disorder and ensure that activities are not disruptive to their persons.
- K.** Prohibit smoking in or outside the building. No candles or open flames are permitted.
- L.** Ensure that gambling is not permitted.

- M.** Ensure that animals (except guide or service animals) do not enter the Community Room.
- N.** Ensure that furniture is not removed from the Community Room. The Community Room must be returned to its standard configuration at the end of the reserved time.
- O.** Strictly observe the time limits specified for the event and leave the furniture, building and grounds in a clean, neat and orderly condition.
- P.** Ensure that any damage is reported to the Town Manager immediately and that the Town is paid for the cost of any damages occurring during a reserved activity. Applicants will be responsible for any damage to Town property.
- Q.** Ensure that the owner of any private property brought into the Meeting Room is solely responsible for that property. The Town assumes no responsibility for damage or loss of private property or for personal injury that may occur on Town property.
- R.** Comply with all federal, state and county laws, statutes, ordinances, regulations, and licensing requirements.
- S.** Agree to hold harmless and indemnify the Town of Millville and its agents and employees with respect to any claim of loss, injury or damage because of any actions taken by the applicant, or the applicant's employees, agents, or guests, including damage to Town property or property for which the Town is responsible.

**VI. Town Denial or Cancellation of Applications**

- A.** The Town of Millville reserves the right to deny any application to use the Community Room or cancel any approved application when it deems such action to be in the best interest of the Town.
- B.** Any violation of any rules or requirements set forth in this Procedural Memorandum may be grounds for immediate expulsion and denial of future use of the Community Room at the facility. The applicant's signature on the application constitutes an acknowledgement that the applicant will comply with all regulations stated herein. Any questions should be referred to the Town of Millville.
- C.** The Town shall not be liable for any costs incurred and/or damages suffered by applicants as the result of denial of any application or cancellation of any use of the facilities at the Town Hall.

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UseofCommunityRoomPolicy2017  
Adopted by Council: August 14,2007

ATTACHMENT



**TOWN OF MILLVILLE**  
**36404 Club House Road**  
**Millville, DE 19967**

**Application To Use Community Room at the Millville Town Hall**

Name of Applicant or Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Note: Proof of identification must be attached to this application (copy of driver's license, identification card, etc.)**

Name of Organization Represented (if applicable): \_\_\_\_\_

Title/Subject/Purpose of Activity: \_\_\_\_\_

Number of Individuals Participating in this Activity: \_\_\_\_\_

*Category of Activity (check applicable box):*

Governmental \_\_\_\_\_ Town-Based Non-profit Organization \_\_\_\_\_ Town Resident \_\_\_\_\_ Other \_\_\_\_\_

**Requested Date and Time of Activity:**

First Choice Date: \_\_\_\_\_

Second Choice Date: \_\_\_\_\_

Actual Official Time Length of Activity: From: \_\_\_\_\_ To: \_\_\_\_\_

Time that Town Employee Should be at Town Hall to Open\*: \_\_\_\_\_

*\*This is to let staff know what time to be at Town Hall to open up in case someone will be arriving before activity start time or to give time to open up before event start. This time will be factored into the \$20 per hour Additional Fee for the Town employee to open/close the building.*

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Describe below or on a separate sheet of paper the particulars of the use.

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Is the activity, or any part thereof, a fundraiser? Yes/No. If Yes, describe:

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Permission granted for use of the Community Room at the Millville Town Hall by any organization or individual may be revoked, cancelled, postponed, or rescheduled. I accept liability and hereby agree to indemnify and hold harmless the Town of Millville, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage in connection with the use of the facilities and/or grounds. I accept responsibility for control of the reserved area until the activity is completed. I accept responsibility for complying with all Americans with Disabilities Act (ADA) requirements. I recognize that it is my responsibility to supply ADA required assistance for this event. I have received a copy of, read and agree to comply with the requirements for use of the Community Room and any special conditions noted below. I understand that I may have to reapply if any changes are made to this application.

Special Conditions of Approval:

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Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED Town Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Payment for Staff hours is not billed and must be made no later than the morning of the event.**

Submit application and deposit check payable to:

**Town of Millville  
36404 Club House Rd.  
Millville, DE 19967**