



**TOWN OF MILLVILLE**  
**Facility Use Packet Workshop Agenda – 3:00 PM**  
**January 21, 2026**

**Zoom Link – AUDIO Only – Register in Advance.**

<https://zoom.us/meeting/register/z6p3sldqRye7SjqdVxYuWg>

**After registering, you will receive a confirmation email containing information about joining the meeting.**

The Town of Millville strives to make our public meetings available through Zoom. While the Town is committed to continuing this access, technological problems that prevent or limit access do not affect the validity of these meetings and any action taken during the meeting.

- 1. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE/ ROLL CALL**
- 2. PUBLIC COMMENT – (A.K.A. Citizens Privilege)** – May be subject to 3-minute limit.
- 3. NEW BUSINESS -- All council to use facility folder given in November.**
  - A. Discuss Fee Changes to Facility Use Packet. (considering rising costs)**
    - a. Chamber, 2<sup>nd</sup> Floor Meeting Room, and Community Center.**
    - b. Add fee for items not done per contract (EX: Garbage, broken chair, damage to tables/chairs, damage to audio, damage to screen, missing remotes, Panic button emergency alerts, etc.)**
  - B. Discuss Changes to Facility Use Packet – Community Center Rentals.**
    - a. Application #1 – MCC Rental**
    - b. Table Setup Form – MCC**
    - c. Layout Map – MCC**
    - d. Rental Flyer – MCC**
    - e. Sample layout for wedding/etc. – MCC**
    - f. Checklist after event (those renting & staff)**
  - C. Discuss Changes to Facility Packet – Town Hall Rentals**
    - a. Application #2 – Town Hall Rental (2<sup>nd</sup> Floor / chambers)**
    - b. Layout Map – Town Hall (2<sup>nd</sup> Floor / chambers)**
    - c. Rental Flyer – Town Hall**
    - d. Checklist after event (those renting & staff)**

**D. Discuss Online Procedures and Guidelines for Rentals**

**4. MAYOR AND TOWN COUNCIL COMMENTS**

**5. ANNOUNCEMENT OF NEXT MEETING – (If needed)**

**6. ADJOURNMENT**

*The agenda items listed may not be considered in sequence. This agenda is subject to change, at or before the meeting, to include the addition or deletion of items, including executive sessions. Persons requiring special accommodations to attend this meeting should contact the Town Office in writing 72 hours in advance of the meeting, stating their needs in order to have them addressed under the requirements of the American with Disabilities Act ADA.*