

RULES FOR USE OF MUNICIPAL BUILDING

REQUESTS FOR USE OF HALL AND/OR KITCHEN SHALL BE DIRECTED TO VILLAGE CLERK. MAYOR WILL REVIEW REQUEST AND SIGN AN AGREEMENT FOR PROPER USE WITH INTERESTED PARTIES. KEY MAY BE PICKED UP AT VILLAGE CLERK OFFICE 9AM TO 4PM, M-F. FEE WILL BE PAID.

FEE FOR USE SHALL BE \$35 FOR FOUR HOUR USE OF HALL BY VILLAGE TAXPAYER. \$75 FOR FULL USE OF KITCHEN AND HALL. VILLAGE NOT FOR PROFITS MAY USE HALL NO CHARGE. \$75 FOR FUNDRAISING USING KITCHEN

FEE SHALL BE \$50 FOR FOUR HOUR USE OF HALL BY ALL OTHER PARTIES AND \$100 IF KITCHEN IS USED.

NO ALCOHOIC BEVERAGES ALLOWED, NO SMOKING OR CHEWING OF TOBBACO PRODUCTS OF ANY KIND ANYPLACE ON VILLAGE PROPERTY,NO OBSTRUCTIONS,NO LOUD OR UNRULY BEHAVIOR. MAXIMUM NUMBER ALLOWED IN HALL IS 75.

The organization or individual renting the hall will be held responsible for proper use and for the behavior of those attending event. All areas of building shall be left as they were found. Gum scraped from floor, garbage removed, litter and general cleaning shall be responsibility of person or group renting facility. Damage or extra cleaning cost will be billed to group or person renting.

Organizations holding dances shall have at least 8 chaperones over 21 years of age at each dance. A fee of \$45 for school or not for profit groups shall be paid when key is picked up. A list of chaperones will be provided at that time.

The village board may deny use or re-use to any person or group if they feel necessary.

I HEREBY AGREE TO ABIDE BY THE RULES FOR USE OF THE NORWOOD MUNICIPAL BUILDING. ANY PROBLEMS , CALL POLICE @ 353-2131.

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NAME OF ORGANIZATION

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DATE

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REPRESENTATIVE SIGNATURE

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MAYOR