

Policy on Public Use of Rollin Township Facilities

Adopted at the regular meeting June 9, 2010

The following criteria for the private use of Rollin Township property is set forth to give officers and employees of the Township, as well as the general public guidance and direction.

GENERAL

1. The Township Board, hereinafter called the Board must approve all private use of Township facilities, i.e. Township Hall, Township Hall Grounds and Tibbs Park. It is advised that requests for use of the facilities be made at least four (4) weeks in advance of the event to allow time for the Board to act.
2. Requests for the use of facilities must be made in writing on a form supplied by the Township.
3. All requests shall be processed on a first come first served basis. Only one event will be scheduled for each day.
4. Government agencies at any level, non-profit organizations (501C3) or individuals who are Township residents shall have use of the hall at no cost. All other parties may be charged a fee. However a key deposit may be charged and returned when the key is returned.
5. Political parties, candidates for public office, political committees espousing a candidate or ballot issue shall not be permitted to use the Townships facilities for political purposes so that the Township remains politically neutral.
6. Smoking and/or the use of alcoholic beverages is prohibited on all Township property.
7. Use of the Township's facilities may be denied for reason, which may include, but not limited to, excessive damage or wear and tear on Township property, failure to report damage, etc.
8. All persons who are granted use of the hall shall be given a list of rules at the time they receive the key.
9. Sponsors of an event are requested to re-supply expendable items such as toilet paper and paper towels that they use.

TOWNSHIP HALL

1. The Township Hall should not be used for outside events during normal working hours, which are Monday through Friday 9AM to 1 PM and Saturday 9 Am to 11 AM.
2. Preparations for an event may be done during Saturday office hours if care is taken to avoid interference with Township business. In General preparation shall take place on the day for which the facility is signed for.
3. Tables and chairs located in the public area of the Township Hall may be used for outside events. They must be returned to their original places after the event is over. The TV, DVD and /or VCR players and the copy machine are not available for use of guests.
4. Users must sweep and/or mop the floor, remove trash, and clean the rest room, kitchen and drinking fountain before the key is returned.
5. The key to the building will be available from the Township Clerk on the last business day before the event is scheduled and must be returned on the first business day following the event

6. Persons setting up for an event shall use the south door on the east side of the building. Four parking spaces shall be maintained for Township use on Saturday mornings.
7. Should an event take place during Township business hours, parking on the east and east front of the building shall be reserved for Township employees and the general public. The handicap space shall be reserved for handicapped individuals only. During non business hours, parking is unrestricted.
8. Those signing the application for use of the building shall be responsible for any damage done to the facility, and they shall notify the Clerk of such damage when the key is returned.
9. The kitchen is available for food and drink preparation.

TOWNSHIP HALL GROUNDS

1. Use of the Township Hall grounds shall be restricted to weekends and recognized holidays.
2. Saturday morning is a business day for the Township and parking at the east side of the building shall be reserved for employees and those doing business with the Township.
3. During wet periods, parking on the grass must be limited and any damage to the lawn area shall be restored within 3 business days of the event.
4. Toilet facilities can be accessed from 9 AM to 11 AM Saturdays through the north door on the east side of the building.

TIBBS PARK

1. Reservations for the use of the Park shall be made in two (2) hour increments and should include time for set up and clean up.
2. Requests shall be in writing on forms provided by the Township and shall include the specific areas that are desired for the event, i.e. pavilion, ball field, basketball court, lawn area etc.
3. If electricity is needed, this must be stated in the application because the Township will have to turn power on.
4. A notice indicating that the park is reserved shall be posted on the southwest post of the pavilion seven (7) days before the scheduled event.
5. Parking shall be restricted to paved and graveled areas. Parking on the grass is prohibited.
6. Damage to park property must be reported to the Clerk the first business day after the event and is the responsibility of the event sponsors.