

## FACILITY USE POLICY FACT SHEET

### **Cleaning Deposit:**

The lessee(s) or individual(s) or group(s) utilizing the space shall be responsible for cleaning (sweeping, mopping), picking up trash, and removing any brought in materials following the event (including restrooms used); responsible for shutting off the lights and securing the building after the event and returning any moved items to their original place. Inspection shall be made by the Town after the event and shall determine whether the facility was restored to its original state. In the event that the users damaged the facility or failed to properly clean and remove all debris, the Town shall obtain an estimate of damage and/or engage custodial services and shall deduct the charges from the security deposit, and if necessary, shall charge the users for any additional cost.

The lessee(s) or individual(s) or group(s) utilizing the space shall be liable for any damage to the municipal rental space. Damage must be reported to the Town Manager immediately. If damage occurs when the municipal offices are closed, damage should be reported by calling 693-6364 and leaving a message. In case of emergency call 911 immediately. No nails or screws may be driven or screwed into walls, doors, or floors. The use of pushpins, thumbtacks, and tape may be used in the gymnasium only, and removed after use. No items may be attached to the walls of the meeting rooms. No food or drink is allowed in the large meeting room.

### **Key Deposit:**

It is the responsibility of the individual or groups using the space to make arrangement to pick up and return keys with the Community Activities Director. Each key that is lent to lessees is numbered, and should be returned the week following the event. Organizations that do not return their keys after a period of use will not be permitted to use the Town Facilities in the future, and a lost key fee of \$50 will be billed to the lessee. Keys are not to be loaned or given to other individuals without written approval of office staff.

### **Rental Regulations:**

Requests for use of the space must be made by one or more individuals who are at least 21 years of age and who will be responsible for monitoring all activities at the site during the period reserved. An adult (at least 21 years of) must be present for the duration of any youth activities.

No verbal confirmation or penciling in of reservations may be construed as an approval or guaranteed reservation. An approved facility form or other written agreement constitutes a valid reservation of the facility however, the Board of Selectmen reserve the right to abrogate an agreement when it deems that extenuating circumstances exist or it would be in the best interest of the town. In this situation, all deposits/payments made to the Town will be refunded in full.

The municipal office building is a chemical free facility. No non-prescription drugs or alcohol shall be carried into or utilized in any manner on the premises.

**For a complete set of rules and policies, visit [www.townofnaples.org](http://www.townofnaples.org) or request a copy from the Community Activities Director at 693-6364 ext. 104.**

**If there is an emergency maintenance problem, contact Steve Merkle at 595-5100.**