



The Town of Louisville Town Hall

Community Room Policy

- 1. Premises:** The Town of Louisville has a community room and kitchen facilities inside the Louisville Town Hall located at 3623 Louisville Road, Louisville, Tennessee, 37777. These community facilities are available for reservation, rental and use by residents and property owners of the Town of Louisville, as well as by the general public.
- 2. Parking:** Parking shall be allowed only in lawful, authorized and developed parking areas provided on the Town Hall premises. Parking shall not be harmful to vegetation or natural area on site.
- 3. Hours:** The community room and kitchen are available for reservation and use from 8:00 a.m. to 10:00 p.m., seven days per week. No use outside these designated hours is permitted without the approval of the Louisville Mayor. A Town of Louisville employee will be present during all events.
- 4. Community Room & Kitchen:** The community room can accommodate up to a maximum of 150 guests. The community room has a divider and can be sectioned off into half the total floor area if desired. The full service kitchen can be opened to allow access from the community room. Bathrooms and water fountain are accessible from the community room.
- 5. Scheduling and Fees:** Official town business meetings and other town functions will be given priority in the reservation of the meeting space in the community room. All other requests for reservation of this facility will be handled on a first-come, first-served basis. All Louisville residents and property owners will be charged for use of the community room and kitchen according to the Town of Louisville's current fee schedule. All other requests from those who reside outside the city limits will be charged for use of the community room at a slightly higher fee rate. Any request for use of the facility without payment of the regular fees will be addressed by the mayor on a case-by-case basis.
- 6. Reservation:** Community room space must be reserved in advance by completing the "Community Room Reservation & Rental Application" and submitting it to the Town Clerk's administrative office at the Town Hall. Reservations will be accepted up to six months in advance. **NO RESERVATION WILL BE CONFIRMED UNTIL THE APPLICATION AND DAMAGE DEPOSIT FEE ARE RECEIVED IN THE OFFICE AND THE PROPOSED USE HAS BEEN APPROVED BY THE MAYOR.** The individual signing the form will be held responsible for all cleanup fees

and damages and all costs associated with collecting those fees. Applicants must be age 21 or over. Wi-Fi is available for events. Please see attendant for help with connecting.

7. **Admission Fees and Sales:** Except for the town and its affiliated organizations, groups using the meeting rooms may not charge any admission fee. In addition, there shall be no sales, retail or otherwise, made by private entities or individuals inside the building at any meeting or event without the prior consent of the mayor.
8. **Common Spaces and Food Service:** Refreshments (coffee, doughnuts, punch, cookies, hors d'oeuvres, etc.), box lunches or simple catered meals may be served at meetings. The community room shares the kitchen and hallway. Access to the restrooms is via the hallway and the kitchen can be accessed from the hallway, community room and an outside door. These areas are the only accessible areas inside the town hall. Any access to the administrative areas is not allowed and doors to the administrative areas will be locked after business hours. Refreshment supplies such as cups, containers, paper goods, tea and coffee are **NOT** provided by the Town. Groups using the kitchen are expected to leave it in the condition they found it; trash should be picked up and the kitchen should be cleaned. Setup and cleanup of the kitchen must be accomplished within the time period for which the room is rented. If it is necessary for Town staff to clean up following a meeting, the organization making the reservation **WILL BE CHARGED** according to the current schedule of fees found on the current fee schedule.
9. **Room Arrangement:** The main community room can be divided in half via a moveable partition. If this is desired, the Town Clerk will have Town staff position the moveable divider prior to the scheduled event. **The user shall under NO CONDITIONS attempt to move the divider.** The community room is equipped with 26 eight-foot folding tables, 20 six-foot folding tables and 100 folding chairs. The tables and chairs may be set up as desired but must be returned to the original arrangement or storage position at the end of the meeting. All set up, breakdown and cleanup shall be the responsibility of the user. No Town staff is available for help set up, break down or cleanup. No items shall be taped or tacked to the walls, doors, windows or any other surface. Personal furniture and/or equipment and/or displays may be provided by a group with prior approval from the Town Clerk. **ALL SETUP AND CLEANUP MUST BE ACCOMPLISHED WITHIN THE TIME PERIOD FOR WHICH THE ROOM IS RENTED.**
10. **Damages and Liability:** The Town is not responsible for the loss of or damage to any equipment or materials owned or rented by and individual, group or organization using its community rooms. Any individual group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Town Hall building, grounds, collections or equipment caused by the group or organization, its members or those attending its program. The Town and staff do not assume any liability for groups or individuals attending a meeting at the facility. **Any individual or group holding a meeting in the Town Hall must release, indemnify, and hold harmless the Town of Louisville, their officers, agents and employees from any and all claims for injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.**

- 11. Denial of Community Room Privileges:** Failure to abide by the Town's community room policies and rules of conduct may result in the cancellation of, or refusal of future reservations.
- 12. Request for Deviation from Policies and Appeals:** Any Request for a deviation from these Policies shall be addressed to the mayor for consideration on a case-by-case basis. Any person seeking review of a decision of the mayor concerning the application of these policies or use of facility may appeal the mayor's decision to the Board of Mayor and Aldermen for consideration at a regularly scheduled meeting.
- 13. Additional Rules and Regulations:** The following rules and regulations apply to all groups using the community rooms:
 - a.** No organization other than an organization affiliated with the Town shall use the Town name or its official address.
 - b.** Storage of goods by organizations using the community rooms will not be permitted without prior approval.
 - c.** Attendance at a meeting may not exceed the maximum number of people certified by the fire department as the occupancy limit for the room. These limits are: Community Room at 150 people.
 - d.** Any use of the community rooms that disrupts the normal operations of the Town Hall, such as those uses that produce excessive noise will not be permitted. Live or recorded music is permitted only with prior approval. The Town reserves the right to terminate any disruptive activity.
 - e.** Use of tobacco is not permitted anywhere in the Town premises.
 - f.** Alcoholic beverages may not be served or consumed.
 - g.** Groups whose members are under the age of eighteen must be accompanied by one adult chaperone for each 15 participants, including the community room and outside the building.
 - h.** Weapons and hazardous materials including, but not limited to, paints, solvent, explosives and lighted candles are prohibited. Other items would include fog machines, dry ice, etc. that may cause smoke within the building that could activate the fire alarm.
 - i.** Groups using the facilities must comply with the Americans with Disabilities Act, as appropriate.
 - j.** All exits must remain unblocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
 - k.** Public entrances are to be used for entrance to and exit from the building and for all deliveries.
 - l.** All trash and refuse generated by the event shall be removed by the renter promptly and placed in the blue trashcans outside the kitchen.
 - m.** The Flag Court is a memorial to honor our armed forces. Please respect the dignity of this memorial by not climbing on the walls and flagpoles. Benches are provided for seating. Supervision of your children is appreciated.