

## FEES FOR THE USE OF COMMUNITY ROOM

**\*Cash or Check Only\***

1. **Fee Policy:** Fees are charged with the intention of covering the Town's maintenance and overhead costs. Community room fees will be reviewed regularly by the Louisville Board of Mayor and Aldermen. The following fees are currently charged for the use of the public meeting rooms:

2. **Base Fees:** The damage deposit fee is due within five (5) business days after the reservation is made. The rental fee is due on a separate check at least 14 days prior to the scheduled event. Fees payable prior to use are calculated by the reserved hours. Any use beyond the reserved time will be charged at the hourly rate for any hour or part thereof the facility is used. If the reservation is made less than 14 days prior to the event, all fees are due and payable when the reservation is made.

### Meeting Facility Only

Louisville Residents & Property Owners      \$25/hr with a \$50 minimum charge

### Community Room and Kitchen

Louisville Residents & Property Owners      \$35/hr with a \$70 minimum charge

Non-residents & Non-property Owners      \$50/hr with a \$100 minimum charge

**Refundable Damage Deposit**      \$100/event

**Audio/Visual Equipment**      \$50/event

3. **Refundable Damage Deposit:** The damage deposit is refundable to any group, person or organization, in part or in full, whenever the facility is clean and undamaged after its use. Any additional fees for use beyond the reserved time will be deducted from the damage deposit. The user will be notified if all or part of the deposit is retained to cover clean up, repair, damage and/or replacement costs or additional usage fees. The contact person will be notified of any shortfall in the event clean up, damage costs or additional usage fees exceed the deposit amount and the user shall be liable for such deficit.

4. **Clean-up and Repairs:** If necessitated by abuse of the facilities, cleanup charges at \$25.00 per hour or part thereof and the actual cost of repairs necessitated by misuse of Town property, plus all costs of collection, will be sent to the renting party.

5. **Cancellations:** If the Town Hall is closed because of unusual and unexpected circumstances, such as inclement weather, the reserved use may be rescheduled or previously paid fees will be refunded. The Town should be notified of cancelled meetings or reservations for other reasons as soon as possible. If notice of cancellation is given to the Town more than three business days prior to the scheduled use, all previously paid fees will be refunded.

6. **Bad Check Charge:** The Town shall add \$50 to any dishonored check when collecting rental and/or deposit fees. When any person has previously defaulted on payment or lost the deposit due to cleanup or damage, no new rental shall be approved until the current rental/deposit fees and any past due debt are paid by cash, cashier's check, postal money order or other secure means.

7. **Request For Deviation From Fee Schedule:** Any request for deviation from or relief from the fee schedule shall be made in writing at the time of a requested reservation and will be determined by the Mayor on a case by case basis.