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OLD MARKET HALL USE POLICY

General Guidelines and Requirements:

- 1) Every group/organization is required to abide by all Town of St. Francisville guidelines, requirements, and other restrictions regarding usage of Old Market Hall which are outlined in the policy.
- 2) Users of Old Market Hall agree to use utmost care in use of the facility and agree to leave Old Market Hall in good, clean and floor swept condition including restrooms. Lights should be turned off and doors locked. The thermostat should be turned off. Keys should be returned promptly to the Town Hall.
- 3) All requests for usage of Old Market Hall are subject to approval by the Mayor.
- 4) Each outside group or organization is required to complete and deliver to the Town of St Francisville (Town Hall) the signed Request for Use Agreement form and pay all fees in advance of the event.

General User Responsibility:

- 1) Those using Old Market Hall agree to release, protect, defend, indemnify, and hold harmless the Town of St. Francisville, its employees, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expense (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of Old Market Hall.
- 2) In the event of damage to Old Market Hall, those using the facility accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Town of St Francisville or its representatives and shall pay the Town of St Francisville for such repair and replacement costs upon demand.
- 3) The transfer or passing on by any group or organization of permission to use Old market Hall to any other persons or organizations is strictly prohibited.
- 4) Those using Old Market Hall shall not exceed the capacity limits of the facility as set by the Louisiana State Fire Marshall of 50 persons.

- 5) Rehearsal dates and times or move-in and move-out dates and times must be arranged by town hall staff and will be subject to availability.
- 6) Any articles of property left at Old Market Hall by those using the facility shall, after a period of seven (7) days, be deemed abandoned and shall become the property of the Town of St Francisville. In no event shall the Town of St. Francisville be responsible or liable for any loss or theft of, or any damage to, any articles of the Town of St. Francisville or property of any group or organization of any member thereof.
- 7) NO pets other than service animals are allowed.
- 8) List any equipment that will be brought in for your event:

- 9) All trash/garbage must be removed from the Old Market Hall property. No trash/garbage can be left on the back stoop, inside or outside garbage cans, or anywhere on the premises.
- 10) No decorations will be allowed unless previously approved by town hall staff. If approval is granted, no tape, tacks or nails of any kind shall be affixed to the walls, ceiling, or floors.
- 11) NO ONE IS ALLOWED TO GO UPSTAIRS TO THE SECOND FLOOR WHEN USING THE OLD MARKET HALL.
- 12) ABSOLUTLEY NO SMOKING IN THE BUILDING
- 13) ALL EVENTS MUST END NO LATER THAN 10:00PM

Old Market Hall Request for Use Agreement

Please read and initial the following:

- 1) I, _____ (print name or organization name) acknowledge receipt, from the Town of St Francisville of the requirements, restrictions and other provisions set forth in this Use Policy. _____ (initial)
- 2) Requests use of Old Market Hall as indicated below on page 3. _____(initial)
- 3) Accepts, agrees to and will in all respects fully and will timely comply with the Old Market Hall Use Policy in connection with such use, including all guidelines, requirements, restrictions, and other provisions set forth in such policy and such additional requirements and restrictions as may be communicated on behalf of the Town of St. Francisville to the above-named group/organization prior to or in the course or such use. _____ (initial)

Old Market Hall Request for Use Agreement

Name of Group/Organization:

Contact Person: _____

Phone Number (s): _____

Mailing Address:

Email Address:

Date of Event: _____

Start Time: _____ **End Time:** _____

Nature/description of meeting/event: _____

Estimated Number of Attendees _____ **Maximum 50**

Applicants Signature

Date

Accepted Signature Town of St Francisville

Date

OLD MARKET HALL USAGE FEE SCHEDULE

- 1. WEDDINGS, RECEPTIONS, PARTIES \$250.00/DAY
- 2. MEETINGS FOR NON-CIVIC ORGANIZATIONS \$100.00/DAY
- 3. EDUCATIONAL & CULTURAL WORKSHOPS
CIVIC ORGANIZATIONS \$100.00/DAY

\$100.00 DAMAGE/KEY DEPOSIT IS REQUIRED PRIOR TO USE FOR ALL USERS.

The Damage/key deposit will be refunded after the building has been inspected for any damage AND after the key is returned to the Town of St Francisville.

The Town Hall is open Monday through Thursday from 8am-5pm and on Fridays 8am-Noon. We are closed on Saturdays and Sundays. The key may be dropped in the night depository on the side of Town Hall.

Initial _____

Date _____

Office use only:

Key Returned by: _____ Date: _____

Deposit returned on _____ (date)

By office staff member: _____