

**RULES FOR USE OF VILLAGE OF NORWOOD MUNICIPAL BUILDING AND PARK**

Request for use of the hall and/or kitchen or vendors who wish to use the park are directed to the Village Clerk. The Mayor will review requests and if approved, will sign the agreement with interested parties.

A key may be picked up at the Village Clerk's office during regular business hours, 8:30 a.m. to 3:30 p.m. Monday through Thursday and 8:30 a.m. to 1 p.m. on Friday. The key must be returned by the first business day following the event or left in the drop box at the bottom of the stairs following the event. Fee(s) shall be paid prior to the event and pickup of the key.

No apparatuses (food or vendor) of any type are to be located in the park without an agreement as explained above.

**FEES:**

USE OF HALL (4 HOURS) BY VILLAGE TAXPAYER	\$ 50.00
FULL USE OF THE HALL BY VILLAGE TAXPAYER	\$ 75.00
FUNDING RAISING EVENT AND USING KITCHEN	\$ 75.00
USE OF HALL BY ALL OTHERS	\$ 75.00
USE OF KITCHEN BY OUTSIDE PARTIES	\$100.00
DANCE STYLE EVENTS – SCHOOL OR NOT-FOR-PROFIT ORGANIZATIONS	\$ 75.00
NOT-FOR-PROFITS MAY USE THE HALL NO CHARGE	

Dances require **AT LEAST** 8 chaperones over the age of 21 at each event. A list of names and addresses of those chaperones shall be provided prior to picking up the key.

**The Mayor or Village Board reserves the right to deny use and/or re-use to any person or group it deems appropriate.**

No alcoholic beverages may be served or consumed on the premises.

No use of tobacco products of any kind on Village property.

No obstruction of entrances/exits.

No loud or unruly behavior in or around immediate building.

**THE ORGANIZATION/INDIVIDUAL RENTING THE HALL OR USING THE PARK WILL BE HELD LIABLE FOR THE PROPER USE OF THE PROPERTY AND FOR THE BEHAVIOR OF ALL THOSE ATTENDING THE EVENT. ALL AREAS OF THE BUILDING OR PARK SHALL BE LEFT AS THEY WERE FOUND, INCLUDING TABLE AND CHAIRS RETURNED TO THEIR RESPECTIVE CARTS IN AN ORDERLY MANNER. GARBAGE REMOVAL, GUM SCRAPED FROM FLOOR, LITTER AND GENERAL CLEANING, AND ANY OTHER CLEANUP SHALL BE THE RESPONSIBILITY OF THE PERSON OR GROUP RENTING THE FACILITY OR USING THE PARK. DAMAGE AND/OR EXTRA CLEANING COST WILL BE BILLED TO THE GROUP OR INDIVIDUAL SIGNING THE CONTRACT.**

Any problems, please call the Village of Norwood Police Department at (315) 353-2131.