

MEETING ROOM USAGE POLICY – TOWN HALL

Meeting room availability

Victor Town Hall at 85 E. Main Street has two rooms available for rent:

- The Main Meeting Room – Capacity 145 people
- The Veterans Memorial meeting room – Capacity 49 people

Rooms are available to rent during the following hours only:

- Monday – Friday: 8AM to 9PM

Reservations

The above meeting rooms are available for rent by Victor for Profit Organizations and businesses for a fee of \$25/Hour. The fee is NOT applicable for Victor Non-Profit Organizations.

Reservation request forms must be filled out and submitted with payment to the Town Clerk's Office, 10 business days in advance from the date of your reservation.

Non-Profit Organizations must show proof of status.

*The Town Clerks Office may choose to waive the need for a Certificate of Insurance for non-profit organizations wishing to use the Town Hall Meeting rooms.

*****Town-sanctioned meetings take priority over ALL room reservations, and room reservations may be cancelled at times, if necessary, by the Town Supervisor or Town Clerk and therefore rescheduled if applicable.***

REGISTRATION FORM – TOWN OF VICTOR MEETING ROOM

Organization _____

Date Requested _____ **Approved by** _____

Meeting Room Requested _____

Phone _____ **Proof of Insurance** _____

Rental Fee \$ _____ **Time** _____ **to** _____

Intended Use of Room _____

**The person whose name appears on this permit assumes liability for the conduct of its facilities occupants and for all damage done to the facility and/or its contents while occupying the above room while also agreeing to indemnify the Town of Victor for all said damages (indicated by inspection within 24 hours)*

I have read and fully understand the consequences of any violations of the rules and regulations of this facility rental.

SIGNED _____ **PRINT** _____

RULES AND REGULATIONS

1. Please contact the Town Clerks Office in person to schedule a room and complete a registration form at least 10 business days prior to your event.
2. Meeting room rental fees are \$25.00/hour for Victor Businesses or For-Profit Organizations, payable to the Town of Victor. A fee is not applicable to Victor Non-Profit Organizations.
3. Proof of Insurance
4. Firearms, including any type of weapon, fireworks, explosives, and dangerous instruments (as defined by Penal Law) are forbidden in the Town Hall facility or grounds.
5. There will be a \$25 charge for any returned checks
6. Town-sanctioned meetings take priority over all reservations which may result in cancellations. If this happens, the organization will be refunded or rescheduled
7. Reservations must be canceled in writing up to two full business days prior to the event for a full refund. Otherwise, no refund will be given.
8. Please use the doors located at the front and back of the building as the main meeting room doors are Emergency Exits ONLY.
9. Access to the downstairs kitchen MUST be preapproved. You must provide your own food, drinks, plates and utensils etc. The Town will NOT provide any of these items. Do not use any other personal items that are in the kitchen or refrigerator as these belong to Town Hall Staff.
10. No food or drinks are allowed in the Veterans Memorial Room.
11. No Organizations are allowed in the upstairs kitchen for any reason. This will be locked.
12. **We must be notified ahead of time if your organization will need to utilize any technology in either room. IT will need to be notified for proper setup. You must supply your own Laptop.**
13. Extra tables and chairs are located in the Main Meeting Room closet. Renter can use any of these and must put everything back exactly as it was when they are done using the room.
14. Meetings need to be concluded by 9pm.
15. Please be sure that ALL lights are turned off and if Technology was used it is closed out as instructed by IT upon leaving.

FACILITY RULES

- No alcohol
- No smoking
- No open flames
- No live bands or DJ's
- Must adhere to all maximum occupancy regulations
- All litter must be disposed of properly. Empty all receptacles used during your event
- The meeting room must be put back to its original state
- The kitchen must be put back to its original state. Countertops wiped down. Sinks cleaned and wiped down. Restrooms must be left as they were found.
- You must have this form present during the event

*****Failure to comply with the above stated rules and regulations will result in eviction and will jeopardize future use of Town Facilities.***

Emergency contacts

Supervisor Marren	585.739.4744
Karen Bodine	585.613.1891