

Town of Worthington Park

Building Use Guidelines

Name _____ Date of Use _____

Phone number: _____

Building: Community Building \$150

Hinchman Building: \$125

Rules of Use:

1. No alcoholic beverages are permitted inside the building.
2. Buildings should not be used for commercial business for profit, including all types of sales, markets, or bazaars whether for business purposes or personal gain.
3. Buildings may be used by the Town Council, Park Board, Police Department, and Fire Department for meetings, dinners or fundraisers, provided that the building(s) are cleaned at the conclusion of the event.
4. Buildings may be used by any non-profit organization for meetings, dinners or fundraising events, provided that the building(s) are cleaned at the conclusion of the event.
5. Buildings may be used for public meetings held by local, county, state, or federal officials free of charge, provided that the building(s) are cleaned at the conclusion of the event.
6. Any other person, group, or organization not described above that wishes to use the building, must make a reservation through the Clerk-Treasurer's Office. The building user fee must be paid at the time of reservation. If payment is not received within two weeks from date of booking, the reservation date will be considered open and available to others. Reservations will be available on a first come, first serve basis and can be made up to one year in advance of planned usage. *Reservations will not be rolled to the next year. You must contact the Clerk-Treasurer's office to make a future reservation.*
7. If the reservation is canceled, the person, group, or organization that made the reservation must notify the Town Clerk Treasurer Office at least two (2) weeks prior the reserved date in order to receive a refund of the rental fee. Exceptions to this provision may be allowed due to death or other family tragedy.
8. Any other person, group, or organization that reserves and then uses the building(s) must clean and leave the building in its original condition at the conclusion of the event. Failure to do so will result in the Town billing the person, group, or organization for the cost of cleaning.
9. Violation of any of the above guidelines, may result in the person, group, or organization being prohibited from future use of any town buildings and may result in additional monetary charges.

Keys for the building you have reserved will be available the day before your rental (or Friday for Sunday rentals) at Town Hall. In the event of a holiday or scheduled Town Hall closure, your key will be available the day before closure. **You may not enter the building until the day of your event unless prior permission is granted.** When the building is clean and restored to original condition, please drop the key in the drop box at Town Hall.

If you have any issues when arriving or during your rental period, please contact Park Board President, **Hal Harp at 812-875-2667 or 812-381-2786. Town Hall is only the receiving agent for funds and not responsible for issues arising during your event.**

By signing this agreement, you acknowledge that you have read and will abide by rules and guidelines listed above.

Signature _____ Date _____