

Town of Lyman Use and Rental Policy

The Town Council has the responsibility and authority to determine use of the facility known as Nate Beasley Municipal Building by town and non-town personnel and organizations. The Town deems it to be in the best interest of all concerned to establish rules and regulations governing the use, establishing a use fee, providing reasonable safety, defining the exemptions, and responsibilities of the facility use.

The Town of Lyman reserves the right and authority to deny any individual, group, or organization the use of the facility. The facility shall not be used for any illegal purpose. All laws, codes and regulations shall be obeyed.

The clerk shall be responsible for scheduling the facility. Reservations can be made by contacting the town clerk.

The Town of Lyman will allow the following groups and organizations to be exempt from payment of the “use fee”, subject to change at the discretion of the Town Governing Body:

1. Receptions following a burial in the Lyman Cemetery.
2. Boy and Girl Scout Clubs, and 4-H Clubs, provided the members participating are, in part residents of the Town of Lyman, and are under the supervision of their club leadership.
3. Public meetings where the interest of the residents of Lyman is best served.
4. Charitable organizations whereby the community of Lyman, as a whole, may benefit.

All others will be subject to the fees set forth on the fee schedule attached: these fees may be changed from time to time without changing any other conditions or terms of this policy.

A Rental Agreement Application accompanied by a key and/or damage deposit, must be filled out, providing the Name, Address and Phone Number of the responsible party, and specific use of the facility. The person so named will be responsible for:

- 1.) Obtaining and returning the key,
- 2.) Supervision of the function and participants,
- 3.) Reasonable safety of the participants
- 4.) Maintaining order.
- 5.) Arrange for and insure that the premises are properly cleaned at the conclusion of the function or activity,
- 6.) Turn off power, lights, appliances, and turn down heat and lock the building, unless other arrangements have been made. The person or organization using the facility shall be responsible for any damage to any furniture, equipment or the premises during the event.

All individuals or organizations must fill out the Rental Agreement Application. If the organization rental is ongoing the clerk may ask for updated information from time to time. A copy of the Rental Agreement Application will be given to the renting party and one kept on file.

All groups using the facility must agree to hold the Town of Lyman harmless from any and all liability or expense (including expense of litigation) in connection with any such terms of actual or alleged injury or damage. Furthermore, the Town of Lyman shall not be liable for lost or damaged personal or organizational property being left at the facility.

Authorized use shall be limited to those events listed on the application

The facility chairs and tables are available for use. The renting party is responsible for arranging tables and chairs for their specific purpose, and for returning tables and chairs to their original place.

The party is also responsible for removing their own garbage from the premises. Garbage may be placed in the dumpster located at 8405 S Main (Lyman Town Hall).

Smoking and alcoholic beverages are prohibited.

Decorations or other special preparations that leave permanent marks or can cause damage may not be affixed to walls or the floor.

Fee schedule

Nate Beasley Municipal Building, City Park, and Table and Chairs

Municipal Building Deposit Fee: **\$25.00** when key is picked
up. Refund when key is returned and all rules are complied with

Rental of Municipal Building	2 to 4 hours	\$ 25.00
	5 to 8 hours	\$ 50.00
Commercial Activities	8 to 12 hours	\$125.00

Town P a r k Deposit Fee: **\$25.00** when key is
picked up Key is for power and water.
Refund when key is returned and all rules are complied with.

Rent of Park	Residents of Lyman	\$25.00
	Non Residents and groups	\$35.00

Tables \$ 5.00 Each **Chairs \$ 1.00** Each
Deposit Fee: **\$25.00** when key is picked up

Refund when key is returned and tables and chairs are counted and inspected.

**Rental Agreement
Application Nate Beasley
Municipal Building**

Date of Rental _____
Name of Person or Organization renting facility _____
Address _____ City _____ Zip _____
Phone # _____ Cell _____
Intended use of
facility _____

Hours rented from _____ to _____

Deposit Fee: \$25.00 when key is picked up refunded when key is returned and all rules are complied with.

Rates 2 to 4 hours \$25.00 5 to 8 hours \$50.00 Commercial Use 8 hours 125.00

The renter agrees to the following responsibilities and conditions:

- 1. No Smoking or Alcoholic beverages allowed.**
2. Do not enter office or storage areas.
3. If kitchen is used all dishes must be cleaned and put away, and garbage removed.
**Garbage may be placed in the dumpster located at 8405 S Main (Lyman Town Hall)
NOT THE DUMPSTER LOCATED BEHIND THE BUILDING**
4. Leave the main area clean and swept (broom is located in closet by the front entrance)
5. Shut off lights and all appliances, turn down furnace if used, and lock the door.
6. Return key as arranged by Clerk (if arrangements are made in advance key may be returned to the drop box located at 8405 S Main St.)
7. IF THESE RULES ARE NOT FOLLOWED IT MAY RESULT IN A LOSS OF THE DEPOSIT FEE.

BY SIGNING THIS AGREEMENT, I AGREE TO THE TERMS SET FORTH:

Signed _____ Date _____

Clerk _____

Special notes or arrangements
