ORIGINAL

TOWN OF WHITESTOWN, INDIANA
RESOLUTION NO. 2018-01

A RESOLUTION ADOPTING A POLICY CONCERNING TOWN FACILITY RENTAL

WHEREAS, the Town of Whitestown ("Whitestown" or "Town") has certain facilities that it may rent from time-to-time for various uses; and

WHEREAS, the Town Council for the Town of Whitestown ("Town Council") desires to adopt a policy concerning the rental of such Town Facilities; and

WHEREAS, the Town Council further desires to establish a policy concerning the fees associated with the rental of Town facilities.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA, that:

The Town of Whitestown Policy Concerning Facility Rental and Fees attached hereto as Exhibit A, and all terms contained therein, is hereby adopted as the Whitestown Policy Concerning Facility Rental and Fees.

PASSED AND ADOPTED BY THE WHITESTOWN TOWN COUNCIL THIS 10 DAY OF January, 2018.

THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA	YAY/NAY
Eric Miller, President	Yes
Susan Austin, ~~Vice President~~	Yes
Kevin Russell	YES
Clinton Bohm, Vice President	Yes
Jeffrey Wishek	Yes

ATTEST:

Matthew Sumner, Clerk-Treasurer
Town of Whitestown, Indiana

3339695

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EXHIBIT A:

TOWN OF WHITESTOWN POLICY CONCERNING FACILITY RENTAL AND FEES

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Renting the Community Recreation & Event Center or the Public Hall

Where are the facilities located?
6210 Veterans Drive
Whitestown, IN 46075
(1-mile East of the I-65 Exit 130)

Are outside caterers permitted?
Yes. They must be inspected and approved by the Boone County Health Department.

Is the service of alcohol allowed during an event at the Whitestown Municipal Complex facilities?
Yes. You must have all required permits to serve alcohol, and you must receive prior written approval of the Whitestown Chief of Police. All events that receive approval to serve alcohol must pay the $30/hour security fee in addition to the standard rental fee.

Rental Fees:

Recreation and Event Center (Gym)

- Regular Event- $30/hour
- Not- For- Profit Event (non-fundraising)- $20/hour

Public Hall

- Regular Event- $30/hour
- Not- For- Profit Event (non-fundraising)- $20/hour

Renting the Full Building

- Regular Event- $120/hour
- Not- For- Profit Event (non-fundraising)- $100/hour

***** All events that wish to serve alcohol will be required to pay the $30/ hour security fee in addition to the rental fee*****
***** All events that have more than 40 people attending will be required to pay the $30/hour security fee in addition to the rental fee*****
***** There will be no birthday parties, receptions, or any events with food permitted in the Public Hall unless prior approval from management*****
***** Nonprofits must provide us a copy of their 501(c)3 in order to get the nonprofit rate*****
***** Check or money order only, NO CASH*****

Contracts and Invoicing

Multi- Event Contracts

- Long term contracts (6 months or more) can be paid monthly after the usage of the facility
- Contracts signed for less than 6 months will need to be paid in full before the usage of the facility

Single- Event Contracts

- Contracts must be signed and invoices must be paid in full before the usage of the facility

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Equipment- Tables, Chairs, Pipe and Drape, and A/V Fees

- Tables and Chairs
  - 1 round table plus 8 Chairs- $15/ set
  - 1 buffet table (no chairs)- $6/ table
- Pipe and Drape- $10/ 10ft section
- A/V (Projector, screen, microphone, PA system, etc.)- included in the standard rental fee

Set Up and Tear Down

- Facility Maintenance Manager will set up tables and chairs and tear them down for your event for $300 flat rate.
- For events booked that are 4 hours or more:
  - You may come in 1 hour early to start setting up your event for no extra rental charge.
  - You may stay 1 hour extra to clean up from your event.
  - $10/hour for every additional hour needed for set up
- For events booked that are less than 4 hours:
  - There will be a fee of $10/hour of set up needed

Deposit Fee

- A deposit will consist of ½ of the rental fee.
  - Maximum $300
  - Minimum $30
- Deposit fee will be paid in a separate check from the facility rental fees
- The event time you are requesting will not be secured until the deposit has been paid
- The deposit will be reimbursed after the event, if there are no damages.

For any questions, please email facilityrental@whitestown.in.gov