

**TOWN OF WHITESTOWN, INDIANA
RESOLUTION NO. 2018-07**

**A RESOLUTION ADOPTING AN AMENDED 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 an amended policy concerning the rental of such Town Facilities; and

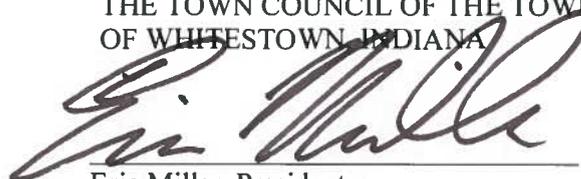
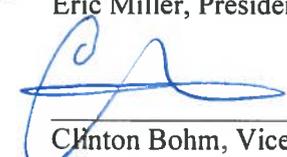
WHEREAS, the Town Council further desires to establish an amended policy concerning the fees associated with the rental of Town facilities.

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

The amended 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 27 DAY OF March, 2018.

THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA

	YAY/NAY
Eric Miller, President	Yes
	Yes
Clinton Bohm, Vice-President	
	Abstain
Susan Austin	
_____ Kevin Russell	_____

ATTEST:


Matthew Sumner, Clerk-Treasurer
Town of Whitestown, Indiana


Jeffrey Wishek

Yes

EXHIBIT A:

**TOWN OF WHITESTOWN POLICY CONCERNING
FACILITY RENTAL AND FEES**

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, including a temporary beer and wine permit from the ATC.

Rental Fees:

Recreation and Event Center (Gym)

- Regular Event:
 - Whitestown Residents: \$150 for the first 2 hours plus \$50/hour for every additional hour
 - Non-Residents: \$200 for the first 2 hours plus \$75/hour for every additional hour
- Boone County Non-for-Profit Organizations may use the facility for free as long as they provide a 501c3 along with proof of a Boone County address.

Public Hall

- Regular Event:
 - Whitestown Residents: \$150 for the first 2 hours plus \$50/hour for every additional hour
 - Non-Residents: \$200 for the first 2 hours plus \$75/hour for every additional hour
- Boone County Non-for-Profit Organizations may use the facility for free if they provide a 501c3 along with proof of a Boone County address.

Renting the Full Building

- Regular Event:
 - Whitestown Residents: \$350 for the first two hours plus \$120/hour for every additional hour
 - Non-residents: \$400 for the first two hours plus \$150/hour for every additional hour
- Boone County Non-for-Profit Organizations may use the facility for free as long as they provide a 501c3 along with proof of a Boone County address.

Security

- Security is required if alcohol is being served and/or there are more than 40 people attending the event.
 - Security: An additional \$140 for the first four hours plus an additional \$35/hour for every additional hour.

*Management withholds the right to waive the need for security.



***** There will be no birthday parties, receptions, or any events with food permitted in the Public Hall unless prior approval from management*****

***** Check or money order only, NO CASH. If the event is less than thirty days away from payment being made, certified checks and money orders will only be accepted.*****

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

*****Contract and deposit fee must be approved before the rental is secured*****

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
- Boone County non-for-profits are exempt from equipment rental fees

Deposit Fee

- A deposit for damages and cleaning will consist of \$100 plus ½ of the rental fee.
 - Maximum deposit \$300
- Deposit fee will be paid in a separate check from the facility rental fees.
- The deposit will be reimbursed after the event, if there are no damages.
 - Please allow up to 30 days for the processing of payment.

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