

# CITY OF GRISWOLD

## Community Building Policy/Procedure 001

### Renters Exempt from Rent and Deposits

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**ADOPTION DATE:** February 15, 2011

**RESOLUTION NUMBER:** 32-2011

**REVIEW PERIOD:** This policy is to be reviewed every year or as needed.

#### **STATEMENT OF POLICY**

It is the policy of the City of Griswold to allow City departments or boards and commissions to utilize the Griswold Community Building on available dates with no deposit or rental fee. Civic groups may also use the building with no deposit or rental fee for regular meetings. Other groups not classified as a civic group may come before the Council to request permission for free use of the Community Building. Non-profit groups are exempt from deposits, and benefit fundraisers are exempt from rent and deposits.

#### **APPLICABILITY**

This policy shall apply to all City departments and boards and commissions as well as civic groups, local youth and local church groups, and non-profit groups outside of Griswold as well as benefit fundraisers not associated with a specific group or organization.

#### **DEFINITIONS**

Civic Group- an organized group of individuals that support and promote values and practices related to community involvement and betterment

Civic Groups in Griswold:

- American Legion Post #508
- American Legion Auxiliary
- Optimists
- Masonic Lodge
- PEO
- Chamber of Commerce

#### **POLICY AND PROCEDURE**

The City of Griswold will allow City departments and boards and commissions to utilize the Griswold Community Building free of charge if the date(s) requested are available and will not turn away a paying event. The renter will not have to put down a deposit or pay the rental fees.

Any civic group may use the Community Building for regular meetings of the group without paying the deposit or rental fees. A civic group may use the Community Building for an event outside the scope of a regular meeting by paying the applicable rental fee. No deposits are required.

Other non-profit groups that are not local may rent the Community Building for events at the full rental rates for the Community Building. No deposits are required.

The Community Building may be used to host benefits based on the availability of the building. Those coordinating the benefit will not be charged the rental fees or the required deposits.

Groups that are not defined as civic groups may come before the Council and request to be added to the list of groups allowed to utilize the Community Building for regular meetings.

The City requires that each exempt renter sign a lease and acknowledge the Rules and Regulations of the Community Building for their meetings and/or events. Renters of the Community Building that are exempt from rental fees and/or deposits are required to clean up after their meetings and events and are responsible for any missing items or damage to the building or its contents during their meeting or event.