

# Policy: Village Hall Availability

Birchwood Village Hall is available as a meeting place for community groups and residents. The goal of this policy is to have the Village Hall serve as a "Community Center" for activities important to Birchwood residents.

The Hall shall be made available only as it does not conflict with the operation of City government. Scheduling and availability is at the discretion of the City Clerk. City-sponsored meetings, hearings and activities (#1, below) can preempt activities in the other categories. City staff will make reasonable efforts not to schedule meetings in conflict with other scheduled events.

## Scheduling Priority:

1. City-sponsored meetings, hearings and activities.
2. The Village Community Club
3. Community groups such as charitable and social service organizations
4. Other private events.

The Hall shall be provided without charge to uses falling under priority 1, 2, and 3. For private events (priority 4), there is both a fee and a deposit. The Clerk will maintain and provide a schedule of current prices as established by the City Council.

## In all cases:

- A resident of the City of Birchwood Village must sponsor and be present for the event, and be responsible for all matters of opening, maintaining and closing the Hall.
- The Hall must be left in as good or better condition after the event than before. The City retains the right to charge for repairs of any damage caused by such use.
- Misuse of the Hall will result in termination of the resident's privilege to hold such events there.
- The City will not provide storage space in the Hall.