

ATCHISON VILLAGE MUTUAL HOMES CORPORATION

HALL/AUDITORIUM POLICY



A. ELIGIBLE USERS, FEES, APPLICATION

1. **The Hall/Auditorium (Hall) is for the use of Atchison Village Members *only* unless an activity is sanctioned by a majority vote of the Board of Directors.** Official Village uses, such as regular Board meetings, as well as other Board meetings have priority, but may not pre-empt already scheduled events. Use by state, county, city, federal entities for the conduct of elections, as well as Atchison Village elections, have priority. The Hall may not be scheduled for other use on the day or evening before or after the election is to be held, to permit set-up and completion of the election procedures.

2. Fees vary depending on usage and time. There can be non-fee usage by groups associated with Atchison Village. Users, *whether or not fees are paid*, may not charge or request donations. *Groups must apply to the Board for non-fee use.*

B. USER RESPONSIBILITIES

1. Completed application form and \$250 deposit are due when the reservation is made.
2. Full fee and insurance are due not later than fifteen (15) days prior to the scheduled event.
3. Cancellations made in the 15 days prior to the event will result in the deposit being retained, unless the event is cancelled for significant reason.
4. You agree to accept full responsibility for conduct of your guest at the affair within the rules outlined below.
5. At least 15 days prior to the event, users must provide evidence of an insurance policy which includes personal liability insurance in the amount of **500,000.00**. AV must be named as an additional insured and the date of the event shown.
6. Noise levels are to be kept down out of respect for Atchison Village residents. Low levels required after 10 p.m. Valid complaints will result in loss of deposit.
7. Guests are not to park in the Atchison Village parking bays or courts. If so, the vehicles will be towed at the owner's expense.

C. KEYS can be obtained at the office the *Friday* before the event. *However, you do not have access to the Hall until 7:00 a.m. the day of the event. Three keys are required for access: the outside gate, the Community Building door and the interior Hall door. The 4th key unlocks the supply closet in the women's restroom where cleaning supplies are located. Please lock this door when you have completed cleaning the Hall.*