

Policy for use of the Sexton Building

These guidelines are set forth to set down the responsibilities for usage of the meeting rooms at the Sexton Building, formerly known as the Union Club Building, at 149 East Main St. Palmyra, in as much as the Sexton building was a bequest to the Village for use by “the people, and by the children especially, of the Village of Palmyra and vicinity for the use in ways and by organizations calculated to promote their social unity, mutual improvement general welfare and happiness”.

All requests for usage will be subject to approval and will be submitted through the office of the Clerk Treasurer, 144 East Main St. Palmyra. Any events that do not take place will have all fees immediately returned less the application fee, if one has been required. All use permits are non-transferable from one organization to another. Date changes require a new application.

Organizations or events are never considered “grandfathered in”. In the case of a request for usage on a weekly or monthly basis, the initial application will be sufficient. All decisions by the Palmyra Board of Trustees are final and uncontestable.

RULES AND REGULATIONS

- Users will file an application in the office of the Clerk Treasurer, 144 East Main St. Palmyra. Non-village users will also file an application, to be accompanied by a non-refundable application fee of \$25.00. The application will include a current address and phone number for each user.
- Applications for use of the building will be approved by the trustee in charge of Buildings, Grounds Maintenance or the Mayor or his/her designee.
- First priority for use of the facilities shall be for Village Board meetings, staff uses and other Village-sponsored functions and activities.
- Second priority for use of the facilities shall be for Village residents.
- The building cannot be used for commercial use.
- All reservations will be on a first-come first-served basis, based on the sequence in which completed applications are received.
- All recurring events must be reserved on a maximum of a one-year term basis.
- Smoking, vaping, tobacco, alcohol or drug use is NOT permitted in or around municipal buildings.
- The Village of Palmyra reserves the right to cancel any reservation previously scheduled by any organization.
- Once approved, the user will receive a key following payment of a \$100.00 security deposit. Keys are not transferable and are not to be duplicated. Loss of any key will result in loss of the security deposit.
- The building will be inspected after each use. In case of any deficiencies and/or infractions of the building guidelines, the user will be notified immediately. The Village will correct the infractions and the user will forfeit the security deposit and return the key within 24 hours of notification.
- If costs to repair or replace the building to its prior condition exceed the \$100 deposit, the user is responsible for the outstanding amount.
- The user may reapply for building use once more but must pay another \$100 security deposit. Any subsequent infraction of the building guidelines, the user will forfeit the security deposit, return the key, and lose all future rights to reserve the building.
- No security deposit will be returned before an inspection of the premises is made. The security deposit will be mailed within 24 hours of a satisfactory inspection through the office of the Clerk Treasurer.

- The permitted shall accept the premises as is and shall restore the premises used to the same condition at the end of each use. The permitted shall make no changes or alterations to the premises, except for moving table and chairs, without prior written approval of the Board of Trustees. The permitted shall be responsible for removing all litter and trash from the permitted area. The Sexton Building is a “carry in, carry out” facility, meaning any garbage generated goes home with the applicant. The permitted will be required to perform all clean up; cleaning supplies are not provided for the user. If this requirement is not met, the Village will perform the required work and the permitted will lose the security deposit. The last person in the building should verify that all doors are locked, all windows have been closed and all lights are off.
- Property/supplies owned and used by the permitted must be either removed from the building after each use or stored in a pre-approved space, preferably one that can be locked. The Village is not responsible for property left in the building under lock and key or otherwise.
- The service of food or drink, operation of concessions, or the use of a caterer in conjunction with any permitted use is subject to prior approval of the Board. The permitted is responsible to ensure that any areas, which are used for these activities, are cleaned up and restored to the condition it was in at the time the permitted took possession.
- The permitted shall be responsible to the Village for any and all damage to any Village property in the area for which the permit is issued including, but not limited to, the grounds, walkways, or building, whether or not the damage was caused by the permitted, or by patrons, guests or invitees.
- The authorized representative executing the permit application, in consideration of receiving permission to use the facility for him/herself and the organization represented by its members, releases the Village of Palmyra, the Board of Trustees, employees, and agents from all claims and liability arising from or during the use of the Sexton building, 149 East Main St. Palmyra and agrees to indemnify and hold harmless said released parties from all claims of any nature.
- Permitted, as a condition of use, must comply with the policies set forth herein and all other Village codes and regulations, including but not limited to getting a sign permit if a temporary sign is to be used.
- The user should contact the Palmyra Police Department to report any emergency that arises in the facility, such as, but not limited to, power outages or plumbing problems.
- The second floor is **NOT** handicapped accessible – if you need handicapped accessibility, please indicate so on your application.

PLEASE LEAVE THE BUILDING IN THE SAME CONDITION
AS YOU FOUND IT OR BETTER.

Signature

Print Name

Date