



One of Ohio's Best Hometowns

GUIDELINES FOR THE PUBLIC USE OF VILLAGE HALL 141 EAST BROADWAY

The Granville Village Hall is a community building, available for use by residents of the Village of Granville. The following outlines the specific guidelines for using the facility.

1. A written request must be submitted to the Village Manager or his representative two weeks prior to the date of the meeting stating the nature of the meeting, approximate number of participants, the time and duration of the meeting, and the responsible person for the facilities while in use.
2. The Village Manager must determine if the meeting is in the public interest and open to all members of the community, who may wish to participate. For profit business sales will not be permitted.
3. One of the participants, who is a resident of the Village, must assume responsibility for the facilities and make every effort to leave the building in the condition that they found it including, but not limited to, returning furniture to its original arrangement and removing any trash that may have been deposited during the use of the building
4. Alcohol use is prohibited.
5. Use will be limited to agreed upon facilities during the specified times only.
6. Once permission has been granted, the police dispatcher will be notified and the building will be opened 30 minutes prior to the meeting. The responsible party will advise the police department when the meeting is over and all participants have left the building.



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PERMIT REQUEST FOR USE OF VILLAGE HALL

For Use of Village Hall

Applicant: _____

Address: _____

Contact Name: _____

Address: _____

Phone Number: () _____ day () _____ evening

Email Address: _____

Name of Event: _____

Date(s) of Event: _____

Hours of Event: _____

Area(s) of Use: _____

(all street and/or
areas to be closed)

General Nature

Of Use:

I understand that I am requesting the use of Village Hall (141 East Broadway), public property. I also understand that conflicting requests for use are scheduled on a first come-first serve basis, giving consideration to each on a case-by-case basis. I have been provided/read a copy of the Guidelines for Public Use of Village Hall, and understand and will abide by the terms there under.

Date

Signature of Applicant