



Town of \_\_\_\_\_

# Micanopy

Florida

## **Town of Micanopy Facility Use Policy for Town Hall Meeting Space**

### **1. Purpose**

The Town of Micanopy provides meeting space in Town Hall to support community engagement, civic activities, and public gatherings. This policy outlines the procedures and requirements for reserving and using the meeting space to ensure fair and responsible use.

### **2. Eligibility**

The meeting space is available for use by:

- Government agencies and town committees.
- Nonprofit organizations and community groups.
- Local businesses and private individuals for civic-related purposes.
- Other organizations as approved by the Town Administrator.

### **3. Reservation Process**

- Reservations must be made at least 5 days in advance through the Town Clerk's Office.
- Applicants must complete a Facility Use Application form.
- Approval is subject to space availability and compliance with this policy.
- Recurring meetings require renewal every 12 months.

### **4. Usage Guidelines**

- Events must comply with all town, state, and federal laws.
- The meeting space may not be used for political campaign activities or commercial sales.
- Alcoholic beverages and smoking are strictly prohibited.
- Users must return the space to its original condition, including furniture arrangement and cleanliness.

### **5. Fees and Deposits**

- If a key is required a refundable security deposit of \$250 is required for all reservations.

## **6. Liability and Indemnification**

- Users assume responsibility for any damages incurred during their event.
- Organizations may be required to provide proof of liability insurance.
- The Town of Micanopy is not responsible for lost or stolen property.

## **7. Cancellations and Termination of Use**

- The Town reserves the right to revoke or deny future use for policy violations.
- In case of emergencies or town business needs, reservations may be rescheduled or canceled with notice.

## **8. Agreement**

By submitting a reservation request, users agree to abide by this policy and any additional conditions set forth by the Town.

For inquiries and reservations, contact:

**Town Clerk's Office**

Phone: (352) 466-3121

Email: PPolk@MicanopyTown.com

Adopted by the Town of Micanopy on April 8, 2025