

**TOWN OF BEVERLY SHORES
RULES FOR USE OF TOWN BUILDINGS**

The Town of Beverly Shores is pleased to be able to offer Town owned buildings for the use of our residents and other local organizations and groups.

Use of Depot:

Beverly Shores Museum and Art Gallery, Inc. has been granted exclusive use of the building and grounds which are leased by the Town from NICTD.

Use of Fire Station:

Beverly Shores Volunteer Firemen, Inc. has been granted exclusive use of the fire station subject to the following exceptions:

1. The Policemen's Ball to be held annually.
2. Other fundraisers or community events subject to Town Council approval.

Use of Town Hall:

1. The Town Council and its Boards and Committees may use the town hall for any and all meetings.
2. The room shall be reserved for the ABSR's monthly board meeting to be held on the first Saturday of each month from 8:30 a.m. – 10:30 a.m.
3. The Beverly Shores Town Hall is available for large seating capacity community and government meetings or programs with prior approval of Town Council.
4. There is no fee for the use of Town Hall.

Use of the Community House:

1. The Community House is available for use by the Town Council and its Boards and Committees, any Beverly Shores 501(c)(3) or (4) organization, The Dunes Woman's Club pursuant to a joint operating agreement, social clubs organized by and for Beverly Shores residents and individual Beverly Shores residents.
2. Dunes Woman's Club reserved use is specified in the Joint Operating Agreement.

3. Beverly Shores 501(c)(3) or (4) organizations have the option of providing evidence of exempt status and sufficient liability insurance coverage (\$1 million minimum) naming the Town of Beverly Shores as also insured to the Clerk-

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Organizations with current documents on file will need only to file a full reservation request with the Clerk Treasurer for each requested use.

1. Annually, other Beverly Shores organizations, the activities of which are open to and advertised to all residents of Beverly Shores and for which no fee is collected may schedule **regular or repeated use of the Community House** by submitting an application which will include naming a responsible party and agreeing to hold the Town of Beverly Shores harmless and indemnify the Town for any claims resulting from its use of the premises. Subsequent events need only be scheduled through the Clerk-Treasurer's office.
2. Individual Beverly Shores residents or groups requesting **one-time usage of the Community House** will be required to file an application with the Clerk-Treasurer requesting use of the premises. A fee of \$25 for up to two hours use (maximum \$100 per day) plus a refundable cleaning deposit of \$50 will be due upon submission of application. Cleaning deposit will be returned provided that property is left in the same condition in which it was found.
3. Annually, Beverly Shores organizations, the activities of which are open to and advertised to all residents of Beverly Shores and for which no fee is collected may schedule **regular or repeated use of the Town Hall** by submitting an application which will include naming a responsible party and agreeing to hold the Town of Beverly Shores harmless and indemnify the Town for any claims resulting from its use of the premises. Permission will be considered at the next regularly scheduled Town Council meeting.
4. Individual Beverly Shores organizations requesting **one-time usage of the Town Hall** will be required to file an application with the Clerk-Treasurer requesting use of the premises. A refundable cleaning deposit of \$50 will be due upon submission of application. Cleaning deposit will be returned provided that property is left in the same condition in which it was found.