

TOWN OF ST. JOHN, LAKE COUNTY INDIANA
RESOLUTION NO. 95-07-27A

A RESOLUTION ADOPTING RULES AND
REGULATIONS FOR THE MEETING HALL IN THE
TOWN HALL COMPLEX

WHEREAS, the Town of St. John, , Lake County, Indiana, has recently completed and commenced utilization of its new Town Hall Facility at 10955 West 93rd Avenue, in Town; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has been advised that certain rules and regulations for the utilization of the Meeting Hall/Meeting Room within the new Town Hall Complex would be appropriate in order to promote organized, orderly and efficient use of the Meeting Hall; and

WHEREAS, the Town Council the Town of St. John, Lake County, Indiana, has reviewed the proposed rules and regulations for the use of the Meeting Hall/Meeting Room in the new Town Hall Complex, and now deems it appropriate and advisable to adopt the same as and for official Meeting Room Rules and Regulations for the Town Hall Complex of the Town of St. John.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That the rules and regulations for the use of the Meeting Hall/Meeting Room of the Town Hall Facility at 10955 West 93rd Avenue submitted for review and consideration by the Town Council, and dated the 27th day of July, 1995, are, in all respects, approved, and the same are hereby adopted and authorized to be the official rules and regulations for the use of the Town Hall Meeting Hall/Meeting Room; That the rules and regulations adopted herein are attached hereto as Exhibit "A", incorporated herein, and made a part hereof.

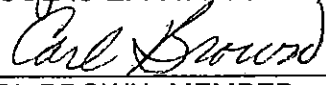
SECTION TWO: That the duly adopted rules and regulations for the Town Hall Meeting Hall/Meeting Room be circulated to all Department Heads, Boards, Commissions, and any and all interested persons by the Clerk-Treasurer of the Town, and further, that the adopted rules and regulations for the Town Hall Meeting Hall/Meeting Room be available in all offices and departments of the Town where deemed appropriate.

ALL OF WHICH IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA THIS 27TH DAY OF JULY, 1995.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, TOWN COUNCIL

By: 
KENNETH D. GEMBALA, PRESIDENT


DOUGLAS E. PATTERSON, MEMBER


CARL BROWN, MEMBER

ATTEST:

JUDITH L. COMPANIK, CLERK-TREASURER

RULES AND REGULATIONS FOR THE USE OF TOWN MEETING ROOM

1. Applicant or person in charge must be a St. John resident.
2. Pickup keys for; a) front doors, b) meeting room, c) washrooms, d) hallway lights, at Police Dispatch at time stated on application.
3. Keys are security keys and must be signed out and returned the same evening or applicant will be charged for replacement of all security keys for those doors involved.
4. No food or drinks allowed in the main meeting room.
5. Unlock doors for access to meeting room and washrooms.
6. Please do not rearrange chairs but if it is absolutely necessary, all chairs must be returned to their original positions.
7. All trash must be cleaned up after your use of the meeting room.
8. Check washrooms and lock doors after use of the meeting room.
9. Lock meeting room doors after use of the meeting room.
10. Check hallways to be sure all attendees have left the building.
11. Lock front doors.
12. Return keys to Police Dispatch.

APPLICATION FOR USE OF TOWN FACILITIES
FOR NOT-FOR-PROFIT ORGANIZATIONS

TOWN OF ST. JOHN
10955 WEST 93RD AVENUE
ST. JOHN, INDIANA 46373

Date of Application: _____

Name of Organization: _____

Address of Organization: _____

Event or Purpose: _____

Date of Event: _____ Attendance Expected: _____

Arrival Time: _____ Departure Time: _____

Room or Facilities Needed: _____

This schedule is subject to cancellation if governmental business arises. If there is any change in your meeting date please notify the office of the Clerk-Treasurer.

I have read and fully understand the rules and regulations governing the use of the above facilities hereby presented in this application and agree to abide and be responsible for any damages to Town property due to such occupancy.

Applicants Name: _____

Address of Applicant: _____

Phone Number of Applicant - Home: _____ Work: _____

Name, address and phone number of person who will be in charge of event, if different than applicant:

Approved Denied Date: _____

By: _____ Title: _____