

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

Resolution No. 35-2022 Passed June 21st, 2022

**A RESOLUTION CREATING RULES AND REGULATIONS FOR THE
BREWSTER VILLAGE HALL COMMUNITY ROOM AND KITCHEN ANNEX**

WHEREAS, with the expansion and resiting of the Brewster Fire Department facilities the former two Fire Department vehicle bays and Fire Meeting Room areas became available for the use as a part of Village Hall and for general purposes, and

WHEREAS, with the approval of Ordinance 61-2021 Brewster Village Council tackled a project to repurpose the former two Fire Department vehicle bays and Fire Meeting Room areas as a Community Room and Kitchen Annex, and

WHEREAS, the Community Room and Kitchen Annex Project was designed by Sol Harris Day Architects and was recently completed by RBS General Contracting at a cost of \$145,425.88 funded through the Village Capital Improvement Fund, and

WHEREAS, with the completion of the Community Room and Kitchen Annex Project, Brewster Village Council desires to provide Rules and Regulations for the use of the Community Room and Kitchen Annex facilities to provide for the safe and efficient operation of this new resource in a manner that will benefit all involved.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The following Community Room and Kitchen Annex Rules and Regulations shall be adopted by Brewster Village Council:

A. DEFINITIONS:

Community Room: The primary room created from the two old fire bays that has the glass man door and garage door on its north wall.

Kitchen Room: The room adjacent to the Community Hall that contains a small kitchen, ADA compliant Women’s and Men’s restrooms, and a mechanical room

Equipment: Tables, chairs, audio and video components, appliances, furniture, pictures, and similar items that complement the use and operation of the Community Room, Kitchen, and Restroom facilities

A. RULES & REGULATIONS

(a) Council hereby adopts and makes effective rules and regulations for the use of the Community Room, and the adjacent Kitchen and Restroom facilities, hereinafter referred to as the Community Room and Kitchen Annex, consisting of subsections (d) through (v) hereof.

(b) The use of the Community Room and Kitchen Annex facilities for Village, civic or community organizations and for other public purposes shall be subject to all rules and regulations.

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

Resolution No. 35-2022 Passed June 21st, 2022

(c) Notwithstanding the provisions of subsections (e)(1) and (e)(2) hereof, Council recognizes that the following Village civic or community organizations currently have Council's permission to use the Community Room and Kitchen Annex facilities for meetings and hereby declare that such use may continue, subject, to all other rules and regulations:

- (1) Brewster American Legion;
- (2) Stark County Board of Elections;
- (3) Brewster Fire Association;
- (4) Brewster Recreation Board;
- (5) Brewster Village Council;
- (6) Fairless Youth Baseball/Softball Association
- (7) Fairless Youth Soccer Association
- (8) Any of the various departments of government of the Village of Brewster.

The above listed organizations shall maintain a current list of Officers and contact information on file with the Mayor's Office and/or his designee.

(d) No meetings for the Village, civic or community organizations shall be permitted in the Community Room and Kitchen Annex, facilities, on days, nights, or hours that Council or the Mayor may declare necessary for the exclusive use of Village business.

(e) (1) Any organization desiring to use the Community Room and Kitchen Annex facilities shall petition the Village Mayor, in writing, for permission, indicating in such petition the name of the organization, the organization's purpose, and the names and addresses of its officers.

(2) Permission for use of the Community Room and Kitchen Annex, shall be given in writing and signed by the Mayor.

(3) Brewster Village Council reserves the right to cancel the permit of any organization.

(4) The Mayor, for good cause, may suspend the permit of any organization until the next regular or special Council meeting, including those organizations stated in subsection (c) above. Good cause shall include, but shall not be limited to, failing to properly clean up after any meeting, violation of any rule or regulation, or conducting illegal or discriminatory activity.

(f) (1) Council delegates to the Mayor and/or his designee all duties and responsibility of scheduling the use of the Community. The Mayor or his designee shall keep a current calendar posted in the Community Room.

(2) Each organization authorized by the Mayor to use the Community Room and Kitchen Annex, shall apply to the Village Mayor or his designee for a meeting date and time.

(3) On or before June 1 of each year, the Mayor or his designee shall notify each organization listed in subsection (c) herein in writing, that it may reapply for the use of the Community Room and Kitchen Annex. Failure to make such application shall be cause to cancel the organization's permit.

(4) All schedules shall be subject to the provisions of subsection (d) hereof.

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

Resolution No. 35-2022 Passed June 21st, 2022

(g) Access to the Community Room and Kitchen Annex shall be provided only by Village Hall officials. No unauthorized person shall give, loan or distribute keys or door pass codes to the Community Room and Kitchen Annex to others. All Community Room and Kitchen Annex equipment and furniture, including all tables and chairs, shall NOT be removed from the Community Room or Kitchen Annex

(h) No beer or intoxicating liquors of any kind are permitted in the Community Room and Kitchen Annex.

(i) Noise should be kept at a minimum.

(j) No animals shall be allowed in the Community Room and Kitchen Annex, except service animals trained to provide support to a person with a disability in attendance at the Community Room or Adjacent Kitchen area. Other animals may be permitted in the Community Room and Kitchen Annex, upon the written authorization of the Mayor.

(k) Each organization shall leave the premises in a clean and orderly condition.

(l) Smoking is not permitted anywhere in any Village Buildings or grounds.

(m) Expenses incurred by the Village for any unusual clean-up or repair, shall be billed to the organization using the facilities. Such expenses shall be due within 30 days.

(n) The kitchen facilities for the Community Room and Kitchen Annex, are available for the use of the organization, provided the kitchen is left in a clean and sanitary condition. If the refrigerator is used, all food left over by the organization must be removed after each event and the refrigerator left in a clean condition.

(o) Any damage to the Community Room and Kitchen Annex, or to the furniture or facilities therein, shall be reported by the organization to the Mayor or his designee. The organization shall reimburse the Village for the cost of repairing the facility or furniture. Each organization shall be responsible for the conduct of its members in the use of the facilities.

(p) The Village assumes no liability for loss of or damage to the property of any organization or any of its members, or liability for injury or death to any organization member or guest arising out of the use of the facilities or the parking lot adjoining thereto.

(q) All youth organizations must have an adult 21 years old or older present when using the Community Hall and the Adjoining Kitchen Room.

(r) Only residents of the Village may rent the Community Hall.

(s) Notwithstanding anything contained herein, the Community Room and Kitchen Annex, shall not be to conduct any business, the profit from which inure to any private individual and/or private business. In addition, the Community Room and Kitchen Annex, shall not be used for political fundraising events. Except as otherwise provided herein, this provision shall not be construed to prohibit fundraising activities of any organization recognized as a tax-exempt organization in subsection (c) herein or under the United States Internal Revenue Code.

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

Resolution No. 35-2022 Passed June 21st, 2022

(t) All resident organizations and/or resident groups or residents using the Community Room and Kitchen Annex shall deposit the sum of one hundred fifty dollars (\$150.00) as a security deposit. Any and all costs incurred by the Village for cleaning, garbage removal, repairs or the like, shall be deducted from said deposit. The cost for the rental of the Community Room and Kitchen Annex, shall be one hundred dollars (\$100.00) per day for residents and resident organizations.

(u) Any and all organizations, groups or persons using the Community Room and Kitchen Annex, and that has more than 75 persons, shall, at their expense, provide security personnel as approved by the Police Chief or his/her designee. The Police Chief or his/her designee may waive the security personnel requirement if, in his/her discretion, he/she determines no security risk exists at the gathering.

(v) A Community Room and Kitchen Annex Committee consisting of the Mayor, Village Clerk, Village Administrator and the Chair of Village Council's Parks, Grounds, and Buildings shall establish additional rules and regulations for the general operation of the Community Room. Such rules and regulations will be in addition to those outlined above in this legislation and the Committee's general operational rules and regulations may be modified by the Committee as necessary. The Committee's rules and regulations are intended to provide for the safety of the general public, to ensure proper use of the facilities, and shall meet all Federal, State, and local guidelines.

SECTION 2: This ordinance shall be in full force and effect at the earliest date provided by law.

Approved on June 21, 2022

Charles Hawk
Mayor Charles Hawk

ATTEST:

K. Kris King
Village Clerk Treasurer K. Kris King

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on June 21, 2022.

K. Kris King
Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Bellonis IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

K. Kris King
Clerk K. Kris King