

Village of Sunbury

Rules and Regulations for the Rental of Sunbury Town Hall and Lions Building

Rental Policies:

- You must be 21 years of age to rent the Town Hall or the Lions Building. An application may be obtained from the Village Offices at 9 E. Granville St. Monday through Friday from 8:00 – 4:30 or on our website, sunburyvillage.com.
- If you are a non-profit charitable organization within Big Walnut School District, no rental fee is required.
- If you are a Sunbury resident (with a non-commercial use), a non-resident with a commercial business located within Village of Sunbury, there will be a fee of \$25.00 per hour up to 3 hours / or 100.00 for the whole day.
- All other applicants \$50.00 per hour up to 3 hours / or \$200.00 for the whole day.
- Everyone will be required to pay a refundable \$50.00 deposit prior to rental (excluding County Health Department and Board of Elections); the deposit (which needs to be a separate check from the rental check) will only be refunded upon the completion of a satisfactory inspection of the premises by a Village official.
- Village of Sunbury may retain a portion or all of the deposit for failure to comply with the rules and responsibilities set forth herein.
- Cancellation of reservation shall be made no less than twenty-four (24) hours prior to the rental date. All fees will be refunded after cancellation.
- The total number of occupants shall not exceed the posted occupancy rating as per the State Fire Code.
- Permission to use the facility does not necessarily mean that the village of Sunbury endorses the event.

Approved Use:

- Seminars (Party renting the Sunbury Town Hall may not charge attendees or collect money on premises.)
- Service, Charitable and other Civic functions
- Social events (Birthdays, Showers, Anniversary, Reunions, etc.....)
- Non-profit organizations
- Government agencies
- Voting site for Board of Elections
- Health Department vaccination or wellness clinic

Prohibited Activities:

- The Sunbury Town Hall or Lions Building address may not be used as an official address or headquarters of the scheduling organization.
- No pets except service dogs are allowed on premises.
- Decorations must be free standing. Use of nails or masking tape, tacks, etc. on the walls is prohibited.
- Smoking or Alcoholic beverages on premises is prohibited.
- Loud music/audio equipment.
- No signs are to be posted on the outside of the buildings unless prior approval is granted from the Village Administrator.
- No Food service is allowed on the Third floor of the Town Hall.

Responsibilities:

- Setting up the room and returning it to the original setup.
- All trash is to be bagged and removed from the premises by the renting party.
- Cleaning up after use (ex. Mopping floor, vacuum carpet, wiping off counter and tables. etc....)
- Children shall be under adult supervision at all times. (Please do not allow them to run through the building)

General Policies:

- Meetings may be held during the hours of 6:00 AM and 12:00 AM
- Weekly or bi-monthly meetings must be approved by the village Administrator.
- These rules may be reviewed and amended at any time by the Village Council.
- All meetings and uses of the Sunbury Town Hall will be open to the public.
- Failure to comply with the Town Hall and Lions Building rules may result in future denial of use of the facility to any individual, group or organization.
- No vehicles shall be permitted to drive on the square lawn. All loading and unloading is to be done on the North side of the square by using the wide sidewalk.