COMMUNITY CENTER POLICY - As the Community Center is part of the building where the West Madison Utility District office is located and is owned by West Madison Utility District, rental fees are charged for its use in order to provide upkeep for said Community Center.

Free of Charge Use for Community Center - It has been determined that only the following usages of the Community Center are allowed at no charge: voting, voter registration, health fair, Halloween Carnival for the Flora/Kearney Park area children, supper for the Madison Central football Team sponsored by the Flora/Kearney Park area parents (Madison parents host the other dinners in Madison and this is the only one hosted by the Flora area), and use by the Flora/Kearney Park area residents in preparing baskets for the needy during the Christmas season. All other uses of the Community Center are to be charged unless an exception is made by the Board of Commissioners.

Other Uses - Due to the fact that the Citizens Service Agency uses the Community Center each day, Monday through Friday, 9:00 a.m. until noon, this agency shall be charged a monthly fee to offset the expenses incurred by West Madison Utility District for utility fees and other related expenses.

Anyone wishing to use the Community Center shall be charged a minimum of $100.00 to offset cleaning fees and utility fees. This includes repasts. If an individual/organization is expected to use the Community Center for longer than two (2) hours, the fee collected shall be $100.00, plus $25.00 per hour for each hour of expected use over the initial two (2) hours.

West Madison Utility District’s Board of Commissioners will renew and revise, if necessary, these rental charges as they must be sufficient in amount to provide for the expense incurred by West Madison Utility District for utilities, insurance, maintenance on the facility and its equipment and labor.

Release of Liability and Requirements - Any organization or individual using the Community Center shall hold West Madison Utility District, its Board of Commissioners, and its representatives/employees free and blameless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the facility.

Public use of West Madison Utility District’s facilities shall be subject to regulations and rules prescribed by the Board of Commissioners. Board policy prohibits illegal drugs, firearms, weapons, or fireworks on its property or in its buildings. Any use of alcohol by renters at the Community Center shall be allowed only inside the building. Smoking is not allowed inside West Madison Utility District’s buildings. Organizations/individuals may be required to provide for auxiliary police officers at their expense. Facility users shall not permit disruptive behavior or the use, possession or distribution of any pornographic materials or drugs (except prescription drugs used by the person for whom it was prescribed) on the premises.

Organizations/individuals using/renting the Community Center must clear access and closing with the designated Community Center Manager prior to the date of use. If a key is given for access, a $75.00 deposit is required, which will be returned to the organization/individual upon return of the key to the Community Center Manager.

Any individual/organization renting the Community Center shall be responsible for removal of any debris and/or garbage from the Community Center after said rental. Garbage cans are supplied by West Madison Utility District and are located in the front parking lot near Livingston Vernon Road. If renters move any of these garbage cans closer to the Community Center for ease of disposal of garbage, it shall be their responsibility to put the garbage cans back in their original locations.

Such use by community groups, individuals and organizations shall be scheduled so as not

to interfere with the Board meetings of West Madison Utility District as its monthly meetings are held in the Community Center.

Damages - Organizations/individuals who wish to use the Community Center shall be required to assume responsibility for any damage of any kind including damage to property, furniture, fixtures, equipment used by the organization or individual, and to pay, at a cost set by the Board of Commissioners for any damage resulting from such use. If an organization/individual damages the property of West Madison Utility District, the organization/individual may not be permitted further use of the Community Center. No ornaments, signs, decorations, etc. shall be hung from ceilings or curtain rods. Anything to be placed on the walls must be approved in advance by the Community Center Manager.

Manager of Community Center - The Board of Directors of West Madison Utility District shall appoint a Manager of the Community Center who will keep a calendar of reservations and/or scheduled uses, and also keep an updated calendar of these scheduled reservations of the Community Center within the West Madison Utility District Office. The person appointed by the Board of Commissioners cannot be a Board member due to potential conflict of interest. The Board of Commissioners reserves the right to change the appointment of a Community Center Manager and to add/remove free uses of the Community Center as compensation upon a majority vote of the Board. If a fee for said services becomes necessary, the Board of Commissioners reserves the right upon a vote of the majority of Board of Commissioners to pay the appointed Manager a small fee in return of his/her services in addition to a set number of free uses of the Community Center or payment in lieu of free uses.

Community Center Manager Responsibilities - The Manager of the Community Center will be responsible for Community Center reservations, collection of the required paperwork (i.e., reservation applications) and fees as determined by the Board of Commissioners, making sure that all supplies are in place prior to use of the Community Center, and making sure that the Community Center is cleaned after any usage (if not cleaned by whomever rents the facility). In return for serving as Manager of the Community Center, said Manager shall receive three (3) free uses of the Community Center per year. Cleaning fees shall be paid separately to whomever the Board of Commissioners agree to appoint over this function at a set rate. The Manager shall make sure that all fees paid for deposits, etc., and all fees paid shall be notated fully in writing, i.e., name, date of reservation, and notation of “reservation of community center” or "repast", etc., and submitted to the Board Treasurer for deposit. Deposits for keys to the Community Center must be paid separately as they are refundable upon return of the key and those checks/money orders will be held until return of the Community Center key. Any payments received in the West Madison Utility District office for payment of reservations shall be so noted, given to the Treasurer for deposit, and the Manager of the Community Center shall be contacted by whomever receives the payment so that he/she is kept informed of the payment of such fees. The Manager will be assigned a key to the door of the Community Center and a second key for rental purposes. It is the responsibility of the Manager to collect the rental key after the rental has occurred and refund the $75.00 key deposit that will be held in the office.

The Manager shall be responsible for submitting the applications for rental to West Madison District's office for filing. The application for rentals of the Community Center shall be kept on file in the West Madison Utility District office for accounting purposes so that the applications can be linked to the payments. If, at any time, any of the Commissioners notice that someone is using the Community Center without having paid, other than the uses specified hereinabove, he/she will notify the Manager immediately and vice versa. If the Manager does not know about the use of the Center and none of the Commissioners are aware of any scheduled usage, the Board of Commissioners have the right and obligation to file trespassing charges with the Madison County Sheriff’s office.

It is incumbent upon the Board of Commissioners that the appointed Manager of the Community Center manage the Community Center in accordance with these requirements.