

**TOWN OF RICO  
RESOLUTION NO. 2003-1**

**USE OF HISTORIC COURTROOM AND TOWN HALL**

**WHEREAS.** the Rico Board of Trustees supports the public availability of the historic courtroom and portions of the Town Hall for both public and private events and desires to set forth rules and procedures for such use:

**WHEREAS.** the Town of Rico owns the Town Hall (aka the Historic Courthouse) located at 2 Commercial Street:

**NOW, THEREFORE, be it resolved by the Board of Trustees, the following:**

The attached Use Agreement and the rules and procedures contained therein for use of the historic courtroom are hereby adopted.

**Be it further resolved by the Board of Trustees that Resolution No. 103 is hereby repealed.**

**Resolution read, approved and adopted this 19<sup>th</sup> day of March, 2003**

By: \_\_\_\_\_

  
Thomas Clark, Mayor

Attest: \_\_\_\_\_

  
Linda Yellowman, Town Clerk

**AGREEMENT FOR USE OF THE RICO TOWN HALL**

*This Agreement is for the use of the historic courtroom located upstairs in the Rico Town Hall, including access to the bathroom and use of halls for ingress and egress, and kitchen subject to approval by the Rico Women's Club. The Rico Town Hall is a historic landmark structure that was built in 1891. The Town desires to allow public availability of this building for public and private events so we ask that you respect this building and clean-up after your event. The Town of Rico hopes you enjoy the use of this exceptional building which has been an important community facility for over 120 years.*

**The following terms and conditions apply for the use of the historic courtroom:**

1. The fee/deposit for use of the historic courtroom is \$50.00 (\$20.00 fee/\$30 deposit) for residents and property owners in the Town of Rico and \$100.00 (\$50.00 fee/\$50.00 deposit) for non-residents and non-property owners.
2. The deposit shall be returned if the historic courtroom, hallways, bathroom, and kitchen (if used) are cleaned to the pre-existing condition and no damage is caused to the areas used, as determined by the Town Clerk.
3. The User of the Town Hall is responsible and liable for any damages or theft resulting from the use of the Town Hall and the User is responsible for compliance with this Agreement.
4. The Town Hall is a locally and federally designated historic landmark and absolutely no smoking is permitted in the building.
5. If alcoholic beverages are to be served they may only be consumed in the rooms that are reserved for activities or completely off-premises. No consumption of alcoholic beverages are permitted on the main floor, basement, stairways, hall or outside entry areas. No alcoholic beverages may be sold unless a special events liquor license has been obtained.
6. The kitchen area is subject to the following additional rules and procedures:
  - a. The kitchen will be locked if not used for the event.
  - b. Permission must be obtained from the Rico Women's Club and arrangements for use must be made separately with the Rico Women's Club.
  - c. The User of the kitchen agrees to clean-up the kitchen and return all items to their proper place immediately after the event.
  - d. No kitchen items may be borrowed without permission.
  - e. The User is responsible for replacement of all broken and missing kitchen items.
  - f. The Rico Women's Club may require a token charge for use of the kitchen.

**User Name:** \_\_\_\_\_ **Date of Use:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_ **Fee/Deposit:** \_\_\_\_\_

**I have read the above Agreement and agree to the conditions herein:**

**User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature**

**For Use by the Town Clerk Only:** Amount of deposit returned: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Notes on Clean-up/Damages: \_\_\_\_\_