

GUIDELINES FOR USE OF
SHOREHAM VILLAGE HALL
BY VILLAGE ENTITIES
WITHOUT CHARGE

February 9, 2016

- A. Village entities (“Village Entity”) shall include the following:
1. The Village Board
 2. Other Village boards
 3. Village ad hoc and standing committees
 4. Shoreham Country Club
 5. The Shoreham Village Association (“SVA”)
 6. Other organizations currently recognized by the Village Board, including the Art Club, Book Club, Garden Club, Friends of the Parks Commissioner, Sunshine Committee and Welcome Committee
 7. Other organizations that may be recognized by the Village Board in the future
- B. Subject to C and D below, all Village Entities having a meeting or conducting some other activity at the Village Hall shall do so in the lower level and may do so at no charge. Any Village Entity having any such meeting or conducting any other activity shall be responsible for setup and cleanup and have a point person to coordinate with the steward as need be. Coffee, other soft drinks and snacks may be served. The following shall not to be included at any such meeting or activity: alcohol, kitchen services (with the exception of coffee), dinnerware, silverware and glasses. The steward need not be present.
- C. As limited below in this part C, Shoreham Country Club sponsored events “open” to all Village residents may be held in the upper level of the Village Hall without charge. Alcohol, soft drinks and food may be served. The steward shall be present. Such open events shall be limited to:
1. Those traditionally open to the community, including:
 - (a) deck nights;
 - (b) Sunday open houses; and
 - (c) children’s events
 2. One other event on either any non-holiday weekday, or on Sunday of Memorial Day weekend, as selected by the Club
 3. Any other event approved by the Village Board
- D. In the spirit of the SVA’s mission to raise funds for the beautification of the Village, and to provide other important service to the community, the SVA shall be allowed to hold six events per year (each an “SVA Event”) in the upper level of the Village Hall without charge, with the understanding that:

1. SVA Events shall only take place during the months of October through April, with each event being limited in duration to about two and a half hours.
 2. Expected attendance for each event shall total least 25 people.
 3. The SVA shall be responsible for all setup and cleanup and have a point person to coordinate with the steward as need be. Coffee, other soft drinks and snacks may be served. The following shall not to be included at any such event: alcohol, kitchen services (with the exception of coffee), dinnerware, silverware and glasses. The steward need not be present.
 4. SVA Events shall mainly involve lectures on various topics and other types of presentations for cultural, educational or informational purposes.
 5. If the proposed date of any rent-paying event should fall on the same date as that for any previously approved SVA Event, and the request for such rent-paying event is made at least 14 days prior to the date of such proposed event, the rent-paying event shall take precedence over the SVA Event. If such request is not made at least 14 days prior to the date of such proposed event, the Village Board and SVA shall work together to resolve the scheduling conflict in the best interest of the community.
- E. All activities, events and meetings to be held at the Village Hall shall be scheduled by the Village Steward and approved in advance by the Village Board. Any use of the Village Hall not addressed above, or any modification of the above, shall be subject to the approval of the Village Board in advance.
- F. No activity, event or meeting shall take place in the Village Hall when the Village Board is having its regular monthly meeting, or having any executive or other meeting, or hearing.
- G. The Art Club shall be permitted to have any object or person as it's "painting subject," including any man if clothed in at least a bathing suit, or any woman if clothed in at least a full bathing suit or bikini, except that the Art Club shall be permitted to have as its painting subject any unclothed man or woman, but only if the session for same is held on Monday, Tuesday, Wednesday or Thursday during the months of December through March, and only if the shades on the north side of the lower level are lowered during such sessions for privacy. The Art Club shall be permitted to use the upper level of the Village Hall as currently being used, but otherwise subject to the limitations above, until such time as shades are installed in the lower level.
- H. If any question should arise about handicap access, the matter shall be referred to the Village Clerk to be addressed by the Village Board.
- I. Keys for access to the Village Hall for any approved use of same can be secured from, and shall be returned to, the Village Hall Building Commissioner.