

**Recommended Facility Use Policy** for all current and future Town-owned buildings, included but not limited to Mendon Town Hall, Mendon Youth Center, and the Mendon Community Center.

Prepared for the Town Supervisor and Town Board — April 2026

## **Executive Summary**

To avoid doubt about whether the Town of Mendon's Town Hall, Youth Center, Community Center, parks, and splashpad have formal use policies governing conduct, prohibited items, and behavioral expectations for visitors and ensure consistent enforcement, this document recommends a formal Facility Use Policy for adoption by the Town Board for the Town facilities. The Facility Use Policy draws on best practices from comparable New York municipalities, New York State Town Law, and the Town's existing Community Center guidelines. The Facility Use Policy is of particular importance at the Youth Center, a facility specifically designed to serve teenagers and other adolescents.

### *Why a Written Policy is Needed*

Without a written facility use policy, the Town faces the following risks:

- Inconsistent enforcement. Staff have no written standard to reference when asking someone to remove an intoxicating substance, animal, or other item that poses a potential risk to staff or fellow patrons.
- Liability risk. Having a posted policy will support the Town's authority if an incident occurs involving alcohol, drugs, an aggressive animal, or another prohibited item.
- Inequity across facilities. Requiring rules at the splashpad and Community Center but not at Town Hall or the Youth Center creates an inconsistent standard for residents.
- Youth safety. The Youth Center serves minors. Best practices for youth-serving facilities universally require conspicuous conduct and prohibited-items policies.
- Group rental accountability. Having a referenced policy in rental or facility use applications provides organized groups have with formal notice of rules and gives Town a written basis for holding them accountable.

No state-level barrier exists to adopting such a policy.

### *How Comparable Municipalities Address This*

The following elements appear consistently in municipal facility use policies across Monroe County and comparable upstate New York towns.

Policy Area Standard Approach in Comparable Towns:

- Weapons & Firearms Prohibited under NY Penal Law §265.01-e, which designates government buildings and youth facilities as sensitive locations where possession is a criminal offense.
- Alcohol: Prohibited in all municipal buildings unless a specific Board-issued permit is obtained in advance. Youth-serving facilities are always alcohol-free with no permitted exceptions.
- Cannabis & Controlled Substances: Prohibited on all municipal property. The NY Cannabis Law bans public consumption anywhere tobacco smoking is prohibited, which includes all indoor public spaces.
- Animals: Only ADA-recognized service animals are permitted inside buildings. Emotional support animals and pets are excluded from all indoor municipal facilities.

- Conduct Standards: No fighting, harassment, or threatening behavior. Written policies explicitly state that staff have authority to remove violators and involve law enforcement.
- Supervision of Minors: Youth centers require children under age 10–12 to be accompanied by a parent, guardian, or registered adult program supervisor at all times.
- Group Rentals & Facility Applications: Rental or facility use applications reference or attach the facility rules. Applicants sign an acknowledgment that they have read and agree to the policy as a condition of approval. This creates a documented paper trail of accountability.

### *Recommended Policy Language*

The following language is recommended for adoption by resolution of the Town Board, applicable to the Mendon Town Hall, Mendon Youth Center, and Mendon Community Center, and any future Town-owned buildings.

The Board may adopt a single unified policy or separate documents for each facility.

## **TOWN OF MENDON — FACILITY USE RULES**

These rules apply to all visitors and guests of Town Hall, Mendon Youth Center, Mendon Community Center, and any future Town-owned buildings, adopted under the authority of the Town Board pursuant to New York State Town Law §§ 60(1), 64. In addition to the Facility Use Rules, the Town Code shall remain in force at all times.

### Section 1 — Alcohol and Controlled Substances

- Alcoholic beverages are prohibited in all Town buildings at all times, unless a specific written permit has been issued in advance by the Town Board. No such permit shall be issued for the Youth Center.
- Cannabis and all controlled substances are prohibited on all Town property per New York State law.
- Persons who appear visibly intoxicated or impaired will be asked to leave the premises.

### Section 2 — Weapons and Prohibited Items

- Firearms and all other weapons are prohibited in Town buildings.
- Exceptions apply only to sworn law enforcement or police officers acting in their official capacity.
- Open flames and candles are prohibited in Town buildings (except for birthday candles).
- Illegal items, drug paraphernalia, and items deemed a safety risk by staff are prohibited.

### Section 3 — Animals

- Only ADA-recognized service animals are permitted inside Town buildings. Emotional support animals and pets are not permitted.
- Service animals must remain under the control of their handler at all times.

### Section 4 — Conduct Standards

- Smoking and vaping are prohibited inside all Town buildings and within 25 feet of any entrance.
- Vandalism or damage to Town property is prohibited and may result in legal action.
- All visitors must treat staff, other visitors, and Town property with respect.
- Fighting, threatening behavior, harassment, and intimidation are prohibited and may result in removal and referral to law enforcement.

### Section 5 — Additional Regulations Specific to the Youth Center

- The Youth Center is to remain free of drugs, alcohol, tobacco and animals at all times, with the exception of ADA-recognized service animals. There shall be no smoking or vaping of any kind within the Youth Center.
- Children under age 10 must be accompanied by a parent, guardian, or adult program supervisor at all times.
- Youth Center staff have authority to establish additional program-specific rules and to remove any individual who violates these rules.

#### Section 6 — Group Rentals and Facility Use Applications

- Any individual, organization, club, or group applying to rent or use any Town facility for a scheduled event or activity must complete an official Facility Use Application.
- The Facility Use Application shall include, attach, or reference these rules in full. Applicants must sign a written acknowledgment confirming they have read, understood, and agree to comply with this policy as a condition of approval.
- The applicant assumes responsibility for ensuring that all members of their group, guests, and attendees comply with these regulations during the period of their use.
- Violations of this policy by any group or individual during a rental may result in immediate termination of the event, forfeiture of any deposit, and suspension of future facility use privileges.
- The Town reserves the right to require a security deposit and/or proof of liability insurance for events, as determined by the Town Board.

#### Section 7 — Enforcement

- Town staff are authorized to enforce these rules and may ask any person in violation to correct their behavior or to leave the premises.
- If an individual refuses to comply, Town Staff will contact law enforcement.
- Repeat violations may result in suspension of facility access for the individual or group.
- Violations of the law will be referred to the appropriate authorities.

#### Section 8 — Questions and ADA Accommodations

- Questions or ADA accommodation requests should be directed to the Town Clerk at 585-624-6060 or 16 West Main Street, Honeoye Falls, NY 14472.

#### *Implementation Recommendations*

The following steps are recommended to bring this policy into effect:

- Step 1 — Town Attorney review. Submit the policy language to the Town Attorney for review and any necessary revisions before Board action.
- Step 2 — Town Board adoption. Place on the Town Board agenda for adoption by resolution. A resolution is generally sufficient; a local law is not required unless the Board wants a formal penalty structure.
- Step 3 — Update facility use applications. Revise the existing Facility Use Application forms for Town Hall and the Youth Center to include a reference to this policy and a mandatory signature line acknowledging the rules.
- Step 4 — Signage. Post the rules prominently at the entrance of the Town Hall, Youth Center, Community Center, and Library.
- Step 5 — Staff briefing. Brief all relevant staff on the policy and their authority to enforce it, including when to contact law enforcement.
- Step 6 — Website publication. Publish the policy on [townofmendonny.gov](http://townofmendonny.gov) alongside existing facility rental information.
- Step 7 — Annual review. Schedule an annual policy review, particularly for the Youth Center, to

address any emerging issues.

### *Relevant Legal References*

Reference Relevance:

NY Town Law § 60(1): Vesting the town board with the power of their towns and the authority to exercise those powers.

NY Town Law § 64: Granting town boards management, custody, and control of town property; and general authority to exercise the powers of the town and such additional powers as are necessarily implied therefrom. NY Town Law §130: Authorizes town boards to adopt ordinances for public peace, good order, and regulation of town facilities and public spaces.

NY Penal Law §265.01-e: Designates government buildings and youth-serving facilities as sensitive locations where possession of firearms is a criminal offense.

ADA, 28 CFR §36.302: Defines service animals and the conditions under which they must be permitted in public facilities. Emotional support animals are not covered by this provision.

NY Public Health Law § 1399-r: Authorizing any political subdivision of New York State to prohibit smoking and vaping.

Monroe County Sanitary Code § 569-52: Prohibiting smoking in all enclosed public places within the County of Monroe.

NY Alcoholic Beverage Control Law §65: Governs the furnishing of alcohol to minors and related provisions applicable to public facilities serving youth populations. Town of Mendon Town Code § 190-4: Prohibits certain acts within all areas owned, leased or otherwise controlled by the Town of Mendon and designated or operated as public parks or recreation areas.

Town of Mendon Community Center Policy (existing): The Town's existing Community Center use guidelines provide a useful internal precedent for the structure, language, and application process of a new policy.

This document was prepared as a policy recommendation for the Town of Mendon Town Supervisor and Town Board. It is not legal advice. Policy language should be reviewed by the Town Attorney prior to formal adoption.

Town of Mendon — 16 West Main Street, Honeoye Falls, NY 14472 — (585) 624-6060 — [townofmendonly.gov](http://townofmendonly.gov)