

VILLAGE OF NASHVILLE
VILLAGE PROPERTY RECEIPT POLICY

Revised 2-28-13

This policy was established by the Village of Nashville to identify the rules and regulations concerning village property distributed to all village representatives. Which include: Village President, Village Council Trustees, Village employees, (including: DPW, Police, Office staff), Village Zoning Administrator, Village Zoning Board members, and Village Planning Commission members.

The village realizes that all village representatives are entitled to receive a copy of the following items if they want them:

Village Charter (available on CD – PDF)
Village Official Handbook (available on CD - PDF)
Village Ordinance book
Village Policy book
Zoning Ordinance book

And some village representatives need to receive a key to the front door of the Village Office. Personnel entitled to a key are as follows:

Village Clerk	Village President
Village Treasurer	Council Trustees
DPW employees	Zoning Board Chairperson
Police Officers	Planning Commission Chairperson
	Zoning Administrator

(For security reasons only village employees will receive keys to the other doors within the village office which include – all police officers, all DPW employees, Village Clerk, & Village Treasurer)

It is now the policy of the Village of Nashville that all personnel receiving any of the above listed items will sign a “Village Property Receipt Acknowledgement” form. This form and all items needed must be received from the Village Clerk at the Village Office during regular office hours. (9 am to 5 pm – Monday thru Friday)

All items received by a village representative will be returned to the Village Office when the person is no longer a village representative.

Any items not returned to the Village Office will be subject to a fee as indicated on the acknowledgement form.

Any person receiving a key to the Village Office will not lend out this key to anyone or copy it for any reason. All lost keys must be reported to the Village Office and a fee paid before another copy is released to the person responsible for that key.