

POLICY FOR THE USE OF DEFOREST VILLAGE HALL MEETING ROOMS

DeForest Village Hall is a not-for-profit, tax-supported institution with rooms designed primarily for use in Village Hall related activities (such as: Village Board, Commission/Committees/Board meetings, Elections and Court). When the rooms are not needed for Village meetings, they will be available for use by other individuals or organized groups, subject to the policies and guidelines established by the DeForest Village Board. The Village Board and Village Clerk maintain the final decision on any reservation request. The priority users of the Village Hall are as follows:

1. Village of DeForest Government and Staff uses.
2. Village of DeForest Neighborhood Group and Association meetings, Monday through Thursday, when space is available.
3. Village of DeForest Non-profit group meetings, Monday through Thursday, when space is available.
4. Public and Private uses, including weekend uses.

ROOM USE POLICY

The following uses for the Village Hall are permitted when these facilities are not otherwise used for governmental purposes by the Village of DeForest and its staff:

1. Debates between candidates for elected public office.
2. Meetings between elected government officials and constituents for informational purposes. This use does not include election campaigning.
3. Meetings of Village of DeForest Neighborhood Groups and Associations for regular business meetings and fundraising events.
4. Meetings of Village of DeForest non-profit groups for regular business meetings and fundraising events.
5. The following private uses and events:
 - a. Birthdays.
 - b. Retirement parties.
 - c. Weddings.
 - d. Funeral and memorial services.
 - e. Bridal and baby showers.
 - f. Graduations.
 - g. Holiday parties.
 - h. Retreats.
 - i. Sport team meetings.
 - j. Club and hobby meetings.
 - k. Fundraising for specific charities and charitable causes.
6. Meetings for Village of DeForest businesses for business meetings. This use does not include public commercial purposes, including, but not limited to, product demonstrations and promotions, time share sales, and investment seminars.

The fact that an individual or group is permitted to meet at a Village building does not in any way constitute an endorsement by the Village of the individual's or group's policies or beliefs. No admission may be charged by the individual or group for persons who attend or participate in the meeting.

Only those rooms reserved will be available for use. All other areas of Village Hall (except restrooms) are off limits during events.

Rooms may **NOT** be used for any purpose which Village staff determine may interfere with the regular operation and use of Village Hall meeting rooms.

RESERVATIONS

The meeting room may not be reserved more than sixty (60) days in advance and no later than one (1) week prior to the date requested. Reservations shall not be longer than 2 consecutive days. Meetings are scheduled on a first come-first served basis. Any questions, including availability of meeting rooms, can be made at Village Hall or by calling 608-846-6751. Reservations for the use of a meeting room within Village Hall can be made at Village Hall at 120 S. Stevenson Street, DeForest, WI 53532.

A room rental fee payment is required at the time of the reservation request. There shall be a security deposit made prior to the use of the room. The deposit must be received no later than one (1) business day prior to the rental date. The deposit may/will be refunded if the meeting room that the individual or group uses is returned in a clean, undamaged condition. The room rental fee will be waived once per month for 501(c)3 organizations.

The Village Board or Village Clerk may cancel, limit, or otherwise modify any permission for use, including previously granted, as is deemed reasonably necessary to accommodate business of the Village of any entity thereof. **It is understood that the Village’s need for the meeting room(s) will have first priority in room use.** A contact person and phone number must be given in case circumstances that would cause a cancellation. In the event the Village cancels the reservation, the Village will provide a full refund.

CANCELLATIONS

If a meeting room reservation is cancelled by the renter more than 30 days prior to the reserved date, an administrative charge equal to 25% of the reservation fee will be retained by the Village and the balance refunded. If a reservation is cancelled by the renter 30 days or less before the reserved date, the entire reservation fee will be deemed forfeited and retained by the Village.

ROOM HOURS

Meeting rooms are available seven (7) days per week. Monday through Friday reservations may begin no earlier than 7:30 am. Saturday and Sunday reservations may begin no earlier than 8:00 am. **Village Hall must be vacated by 10:00 pm.** Village Police will be aware of rentals outside office hours.

ROOM CAPACITY

Maximum capacity in the meeting rooms is as follows:

- DeForest Commons..... 40
- Discovery..... 15

APPLICANT(S)

All renter applicants must be 21 years of age or older. Applicants reserving the meeting room shall provide the name, address and telephone number of the person who is responsible for the meeting room. Applicants must also provide an executed Hold Harmless and Indemnification Agreement in a form approved by Village staff.

The person reserving the meeting room shall notify the Village Clerk’s office as to the hours that the room will be used. The person reserving the meeting room shall complete a Meeting Room Reservation Form and agrees to abide by all policies of Village Hall regarding use of facilities, and accepts responsibility for any damage caused to the building or its equipment, resulting from the meeting. **Residents may not rent facilities for non-residents.** A resident is anyone who lives within the Village limits or owns real estate property in the Village and can produce a tax bill as proof. Postal address and school district is irrelevant to residency status. All rental fees and deposits must be paid before building access is granted.

APPLICANT(S) RESPONSIBILITY

The renter must remain on the premises for the entire duration of the rental. The person signing the reservation form will also be held responsible for leaving the facilities to their condition at the time of the rental, including the restrooms. Applicant is held responsible for temperature control and return to original setting. If the facilities are not left in such condition, the deposit fee will not be returned and the individual or group using the room may be billed for any charges resulting which exceed the deposit amount. There will be a charge of \$50 per hour if additional cleaning is required by the Village.

- EQUIPMENT AND SUPPLIES: Applicant is responsible for bringing in all needed equipment and supplies for event.
- TABLES AND CHAIRS: There are several large tables and chairs available for use. The tables which the Village Board occupies for meetings cannot be moved. Notify Village Hall staff of set up needs prior to the reservation so that set up can be completed prior to the room rental. Tables are not to be moved by renters or attendees.
- DECORATIONS: Walls, windows, and ceilings are not to be disturbed by tape, nails, tacks, etc. Users accept full responsibility for all damages caused to the building and/or meeting room. No candles or other open flames allowed.
- SIGNAGE: No signage of any kind allowed on Village grounds or in Village Hall.
- CLEANING REQUIREMENTS: Please bring your own dish cloths, towels and other cleaning supplies. Place tables and chairs back how they were found; sweep/vacuum floors as needed; remove all decorations, personal items, etc.; clean up restroom sinks and floors as needed; bag all garbage and remove from the premises (dumpsters available), turn off all lights, lock all doors and return the building key.
- SMOKING: Absolutely no smoking is allowed within the municipal building. Smoking is allowed on the grounds.
- ANIMALS: No animals except for service animals allowed.

Users agree to abide by all ordinances and regulations of the Village and will comply with all State and Federal laws and regulations. The rooms are not to be used for any other purpose than what is stated in the contract.

All items brought into Village Hall must be removed when the renter leaves the building. Village of DeForest is not responsible for any lost personal property of those attending meetings or any items left on the premises at the conclusion of the rental.

KEYS

All keys are issued at the pleasure of the Village. Anyone holding a key to the building shall return it by the end of the next business day or within 48 hours of a request from the Village Board or Village Clerk. Duplicating Keys is prohibited.

If meetings are being reserved for times outside of normal Village Hall business hours, 7:30 a.m. to 4:30 p.m. Monday-Thursday and 7:30 a.m. to 2:00 p.m. Friday, arrangements to obtain keys shall be made with the Village Clerk's Office. A deposit of \$75.00 shall be charged to ensure the return of the keys. If no key is returned, the individual who reserved the room will be billed for any charges resulting which exceed the deposit amount.

SECURITY

All groups are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. When leaving the building at the conclusion of your event (if outside normal Village Hall business hours), please pull on the locked doors from the outside to make sure they are locked.

EQUIPMENT

Village Hall equipment or furnishings may not be removed from Village Hall under any circumstances. Tables and chairs may be used for meetings. If the television screen is needed, please contact Village Hall; employees will attend to the screen. Village Hall staff must be notified in advance if access to the AV equipment is needed. Information needed by the renter shall be placed on a thumb drive that will be accessed through a Village-owned computer. Use of the Village public Wi-Fi can be obtained by using the log in information provided in each meeting room.

REFRESHMENTS

Light refreshments may be served in connection with a room rental. The rental room must be left clean and returned in the state in which it was found. An additional deposit is required for rentals of DeForest Commons that will have food and beverage. The renter may be charged a fee above the deposit if damaged caused by food and drink exceed the deposit amount.