

**VILLAGE OF SLINGER
POLICIES & PROCEDURES**

Policy Subject:	1.1 Meeting Room Use
Point of Contact:	Deputy Clerk/Clerk
Last Revised On:	03 March 2020

Scope

The Village provides meeting rooms for community use as a free public service. Public use of meeting rooms is not the primary purpose of the Village, and should not be allowed to disrupt the Village’s primary purpose.

General Guidelines

The Village Boardroom, Village Hall conference room (side room), and Village Community Room are available to individuals or organized non-profit groups.

A meeting room may be reserved for use by an individual or non-profit group by a responsible, adult resident of the Village of Slinger. An adult resident of the Village of Slinger must fill out and sign the Meeting Room Reservation Request Form. The Village Clerk is authorized to grant exceptions to this, for example for other governmental agencies.

Prohibited uses

The meeting rooms may not be used for illegal, commercial, for profit or social purposes, including but not limited to:

1. Commercial events, including educational classes/seminars, which charge a fee.
2. Commercial events where products, services, or memberships are advertised, solicited, or sold.
3. Gambling in any form.
4. Purely social events, e.g., parties, receptions, showers, etc.
5. Any event that is disruptive of normal Village operations or services.
6. Group/individual whose purpose/activity/meeting/event is illegal.

Regulations

1. Groups or individuals using a meeting room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Village, unless permission to do so has been given in advance by the Village Board.
2. No organization may use the Village Hall address as its own organizational address.

3. Groups or individuals using a meeting room shall be responsible, jointly and severally, for reasonable care of the room and its furnishings and equipment and shall pay (minimum fee of \$50) for any damage caused or inflicted by an organization, its members, affiliated persons, guests, invitees, etc. Nothing may be taped, hung, tacked, etc., to any walls, windows, doors, furniture, tables, or any other Village surface or object.
4. At least one meeting room door must remain open during all meetings/events except in the case of a government body that has statutory authority to enter into an executive session. The Village reserves the right to monitor all meetings/events held on its premises.
5. The Village will not accept calls or relay messages to persons utilizing the meeting rooms.
6. If an event is cancelled, the meeting room user shall contact Village staff as soon as reasonably possible. Failure to do so may result in suspension of meeting room privileges.
7. Meeting rooms shall be left in an orderly condition. If Village staff must provide cleanup, a fee (\$50 minimum) for cleanup services will be charged.
8. Fire exit doors shall not be blocked in any way.
9. Attendance at authorized meetings/events may not exceed the posted room capacity.
10. No furniture may be moved in or out of meeting rooms.
11. Village staff will not provide assistance in setting up meeting rooms.
12. No storage space will be provided.
- 13. Smoking and the consumption of alcohol are prohibited in all Village meeting rooms.**
14. Light refreshments may be served, but no cooking facilities or supplies are available. Groups/individuals are responsible for providing their own refreshment and clean-up supplies. Groups/individuals are responsible for proper disposal of garbage.
15. The Village shall not be responsible for any material used in or left in meeting rooms.
16. The Village shall not be responsible for any personal property loss or damage.
17. Meetings/events must not disrupt daily work or activities at Village Hall, the DPW garage, or library. Persons attending meetings/events are subject to all Village rules, regulations, and policies. Groups/individuals who disturb Village Hall or DPW activity will be denied future use of meeting rooms.
18. The Clerk or Village Board has the authority to issue reasonable meeting room rules and to revoke permission for use of meeting rooms if this policy or rules are not followed.
19. The Village reserves the right to refuse to book meeting rooms for groups/individuals who do not comply with the guidelines of this policy.
20. No person or organization may make excessive use of meeting rooms.
21. The entrance doors may not be propped open to allow for unregulated access.
22. Reservation requests must be made during Village Hall business hours at least 24 hours prior to the desired use of the room.

Procedures

1. The rooms are reserved on a first come, first served basis. However, Village sponsored activities are given the highest priority in the consideration of the use of these facilities and will take precedence and may void a reservation. Reservations are not guaranteed and may be canceled at any time.
2. An adult resident of the Village of Slinger must fill out and sign the Meeting Room Reservation Request Form unless the residency requirement has been waived as discussed in the General Guidelines.
3. Meeting rooms may be reserved up to three months in advance. Reservations may be revoked at any time should a Village purpose require use of the room.
4. The meeting rooms are available during normal hours of operation, Monday through Friday (excluding holidays) from opening time (8AM) until closing time (5PM). The meeting rooms may be used after closing time, with a reservation, under the following circumstances:
 - A. Village Hall meeting rooms – The front doors (main entrance) to Village Hall will be locked at close of business (5pm). The responsible party must be at Village Hall prior to the Village Hall entrance being locked to ensure entrance to the building for their group. If you leave once the doors are locked there will be no reentry to Village Hall – the doors will not be unlocked until the following business day. All persons attending the event/meeting must vacate the property by 9pm (this includes clean-up time if needed). Also note this room is only available Monday – Friday.
 - B. The Village Community Room – this area will be automatically unlocked 15 minutes prior to the scheduled event (additional time may be requested for special circumstances) and the doors will automatically lock at the end time listed for the event. If you leave once the doors are locked there will be no reentry to this area – the doors will not be unlocked until the following business day. All persons attending the event/meeting must vacate the property by 9pm (this includes cleaning-up if needed).

Meeting Room Reservation Request Form

I, _____, an adult resident of the Village of Slinger,

request to use a Village of Slinger meeting room on

(date) _____ from (starting time) _____ to

(ending time) _____.

Please indicate the group/individuals that will utilize the room and the general purpose
(For example: Sunny Acres Home Owners Association, annual meeting):

I have read and agree to abide by the regulations and procedures set forth in Policy 1.1 Meeting Room Policy. I understand that meeting room reservations are not guaranteed and may be canceled at any time at the discretion of the Village of Slinger. I understand that I am responsible for the use of the meeting room during the reserved time and will pay for damages/cleaning as described in the Policy.

It is understood that the Village of Slinger assumes no responsibility whatever for any property placed in the Village Hall in connections with a meeting/event/exhibit/display; and that the Village of Slinger is hereby expressly released and discharged from any and all liability for any loss or injury, or damage to persons or property which may be sustained by reason of a meeting/event/exhibit/display.

The fact that a group is permitted to use a Village Hall meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Village. No advertisements or announcements implying such endorsements will be permitted.

Signature of Applicant

Date

Name: _____

Email: _____

Address: _____

Phone: _____

Received by: _____

Requested room: Village Hall Boardroom _____

Village Community Room _____

Village Hall small side conference room _____