

VILLAGE OF MUKWONAGO COMMUNITY ROOM USAGE POLICY

Room Application & Renewal:

All reservations for the use of the Community Center shall be made through the Village Clerk's Office using the appropriate Application Form. Requests should be made at least five (5) days before the event. Village functions will take priority. Reservations will be made on a first come, first serve basis. **Any group collecting fees from participants will be charged the applicable rental fee** (effective May 1, 2009).

Eligibility:

Meeting rooms are available for use by:

- Village of Mukwonago sponsored activities.
- Civic groups which are Village of Mukwonago oriented and whose efforts are directed to the civic welfare of the community.
- Non-profit groups. Non-profit groups are those designated by the State of Wisconsin as having a tax-exempt status.
- Profits groups who pay the rental fee.
- Residents and non-residents for private events

Village of Mukwonago municipal employees may meet and use the room for employee related purposes. Village of Mukwonago municipal employees are subject to the same guidelines as the general public for the use of the room. Use of rooms for the purpose of individual or joint solicitations for funds, sales of merchandise, seeking of gifts or requests, etc. for the purpose of profit will be assessed the rental fee.

Rental Rates:

Rental rates are as follows for for-profit groups, fundraisers of any type, and residents and non-residents for private events:

Weekday events: \$65 per event

Recurrent weekday events by the same group: rate to be determined/negotiated by staff depending on frequency of use, need for Village staff to set up/take down tables, length of use per event and current "per event" rate

Weekend events (Friday evening, Saturday and Sunday):

Residents - \$100 – Friday evenings or four hours on Saturday and Sunday

Residents - \$150 – more than four hours on Saturday and Sunday

All groups (non-profit, civic and for-profit) are subject to the resident rental fees for any weekend events.

Non-residents – double residential fee

An additional, refundable, fee of \$100, shall be paid at the time the rental agreement is filed with the Village Clerk's office for any weekend rentals scheduled from November 1 through March 31 to reimburse the Village for clearing snow from the parking lot to accommodate a scheduled event. This fee will be refunded if snow does not have to be plowed or shoveled, either because it did not snow or due to cancellation of the event (cancellation must be reported to the Village prior to 11:45 a.m. on the Friday before a scheduled weekend event).

The following groups are not subject to rental rates:

- Village of Mukwonago sponsored activities
- Civic groups which are Village of Mukwonago oriented and whose efforts are directed to the civic welfare of the community
- Non-profit groups. Non-profit groups are those designated by the U.S. Internal Revenue Service or State of Wisconsin as having a tax-exempt status – no charge, unless the event is a fundraiser

Security Deposit:

Security deposit required for all events not sponsored by the Village of Mukwonago:

All groups and individuals, without exception, shall deliver the applicable security deposit to the Village Clerk's office prior to being granted permission to use the Community Room. The responsible individual acknowledges and grants the Village sole discretion for the return of the security deposit in the event the Village's Community Center Use Policy is not followed in its entirety.

Security deposit – weekdays - \$75

Security deposit – weekends - \$200

Responsible Party:

In completing the Application Form, each individual, organization or group must indicate a designated responsible member. This individual will sign the application form stating he/she has read and will abide by the usage policy. Responsibility shall include control of the group using the rooms and keeping the room clean. If the rules and regulations for using the facilities are not complied with, this individual will be contacted and possible further use may be denied.

Room Accessibility:

The Community Center will be locked when not scheduled for use or when the Municipal Building is not open. If you need a key, prior arrangements have to be made with the Clerk's Office. Keys are available for pickup two (2) business days before the event. Keys must be returned to the Clerk's Office the next business day after the event, or turned into the Police Department immediately after a weekend (Friday evening, Saturday or Sunday) event. The security deposit will be forfeited if key(s) are not returned. Enter through

doors on the west side of the building. If more than one (1) door needs to be unlocked, see the Clerk's Office for special instructions. Applicants are responsible for turning off lights and locking all doors. **Please check all doors, if any door is left unlocked, the security deposit will be forfeited.** The Building **must** be vacated by 10:00 p.m. on weekdays and 11:00 p.m. on weekend evenings, except for Village Board and Committee Meetings.

Community Center Maintenance Cleanup Procedure:

The room must be left in a clean condition. If the Community Center meeting room or kitchen is not in order when you arrive, please report this or any other conditions that are not as they should be to the Clerk's Office at once. If Clerk's Office is closed contact the Police Dept. at 363-6435 (non-emergency). The key will open the storage room where the broom and mop will be available. The storage room may be accessed with adult supervision.

The Community Center is in order when:

- Counters, tables, and floors are wiped clean.
- All food and supplies, which have brought in, are removed.
- Trash has been bagged, tied and ready for removal.
- Recycled items are to be bagged separately from trash.
(Cleaning supplies, dishtowels, dish detergent and serving utensils, **must be** brought with you).
- **Restrooms are checked and cleaned.**

Village Employee Assistance:

If a village employee is needed to set up or take down tables, a \$25 fee will be charged to groups who are charged the rental fee (this service is only available for groups that meet during regular business hours). If a village employee does any clean up work, the security deposit will not be refunded.

Display & Decorations:

No part of the Community Center or hallways connecting thereto shall be used for displays or exhibits. No decorations shall be hung from any wall or window in the Community Center.

Smoking and Alcoholic Beverages:

SMOKING IS PROHIBITED throughout the Municipal Building. Individuals wishing to smoke must go off the municipal grounds or in their vehicle. Ashtray containers must be used. The use of alcoholic beverages within the Municipal Building is prohibited.

Food/Beverage:

Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the Municipal Building. Food that is prepared and cooked may be brought into the building in warmer pots and served. Any food, kitchen items and paper products in the kitchen are the property of the village. **You are responsible to bring in all supplies you need.**

Chaperones:

In the event of minors using the meeting room, there shall be at least two adult chaperones present for every 25 minors using this facility. Chaperones are required to be in attendance during the entire event.

Behavior:

Anyone using the facilities or being on the premise of the Municipal Building and grounds will be expected to exhibit proper behavior at all times. Failure to comply with the requirement can result in forfeiture of future use of this facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during Municipal Building work hours. The Community Room is checked frequently for wall and equipment damage. If your group discovers any damage or is responsible for any damage, please notify the Clerk's Office immediately.

Heating/Cooling:

Heating and air conditioning are pre-set and programmed and should not be adjusted.

Restrooms, Elevator, Emergency Exits:

Handicap accessible restrooms are available adjacent to the Community Center room on the lower level. The elevator is located adjacent to the stairwell. Handicap entrance is located on the north side of the building. Emergency exits are clearly marked throughout the building.

NOTE: The Community Center is not available on recognized Village holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve) and the Friday afternoon preceding an election through the Wednesday immediately following an election.

Date Adopted: August 17, 2010

Community Room Rental Application (Rev 09/17)

COMMUNITY ROOM CHECKLIST

Kitchen

- Table, counters cleaned off
- Dishes washed and put away
- DO NOT leave food in refrigerator or freezer
- No garbage on floor
- Cleaning supplies, dishtowels, dish detergent and serving utensils, **must** be brought with you.

Bathrooms

- Toilets, urinals flushed
- Water faucets turned off
- No garbage on floor

Community Room

- Chairs returned to rack
- Floor dry mopped (Spills should be cleaned up)
- Garbage taken out to dumpsters
- Fire doors closed
- Lights off
- Doors locked

Problems that should be addressed.

Date of Event and Contact Person: _____