

RESOLUTION 2012-23

(4-16-12)

RESOLUTION BY THE COMMUNITY EVENTS, BEAUTIFICATION AND CULTURAL COMMITTEE ADOPTING POLICIES, FEES AND FORMS CONCERNING ROOM USE RULES

WHEREAS, there is a need to revise and approve policies, fees and forms concerning municipal building room use.

NOW THEREFORE, the Village Board of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve that the revised policies, fees and forms (including any policies and fees contained in said forms) in regard to room use as set forth in Exhibit A, which is attached hereto and incorporated herein, are hereby authorized, adopted and approved

Adopted by the Village Board of the Village of Sturtevant, Racine County, Wisconsin, this 17th day of April, 2012.

Village of Sturtevant

By _____
Steven Jansen, President

Attest _____
Mary Cole, Village Clerk

Exhibit A-Resolution 2012-23

MUNICIPAL OFFICE
Mary A. Cole
Clerk/Deputy Treasurer
262/886-7201

2801 89th Street
Sturtevant, WI 53177
Ph: 262/886-7200
Fax: 262/886-7205



**POLICIES AND RULES
VILLAGE OF STURTEVANT MUNICIPAL BUILDING**

Policies

The Municipal Building rooms B and C may be used by non-profit community organizations that further a public interest or provide a public service and State or local governments or agencies thereof, for no charge, during business hours unless special permission is granted. The following information must be given: the group name, responsible party, phone number and hours of use. Non-profit community organizations that further a public interest or provide a public service and State or local governments or agencies could be assigned a different area if the needs of the village require the assigned area for official business.

For other groups interested in using the Municipal Building, rentals may take place during business hours only, or for village residents only, during non business hours (Mon-Fri.5 pm – 9 pm, Sat.-Sun 9 am-9 pm) with special permission, pending availability of staff. Charges will be as follows: (the Village reserves the right to determine group category and charges).

Daily Charges \$150.00 deposit (with \$50.00 returned if room is left in good condition following an inspection by a village representative)
Fees are double for non-residents.

Additional nonrefundable \$50 fee charged for all groups (including nonprofit groups) if food and/or beverages will be served.

RULES

- Use of the assigned rooms and restrooms only.
- No smoking allowed inside, smoking outside only in designated areas.
- No horseplay, loud music, noise, etc.
- No phones, office supplies/equipment will be available or provided.
- Furniture arrangements must be left as found.
- No food allowed except by prior arrangement.
- Only non-alcoholic beverages allowed.
- Food and beverages found in kitchen area, not belonging to renter shall not be used. Utensils, coffee pots, pans, etc, if used, must be cleaned and returned to the place found.
- Food allowed only in non-carpeted areas.
- Clean up will be the responsibility of person making arrangements – trash must be removed. (Make arrangements with the office for disposal of refuse at time of hall rental).
- Person making the arrangements (responsible party) must be present for the duration.
- Thermostats controlling heat and air conditioning are not to be touched.
- Village meeting room space may not be used for retail selling or profit making activities.

Violations of the above policies and rules may result in monetary assessments and/or termination of future rights of use. Any and all unsafe behaviors are strictly prohibited. The Village of Sturtevant shall not be liable for any personal injury, property damage, property loss or any other claim of any kind or nature incurred by any person or organization using the Municipal Building rooms. The person signing this document has authority from the listed organization to execute this document. By executing this document, the organization using the premises agrees to hold the Village and its employees and officials harmless from any liability, causes of action, claims, damages or lawsuits arising out of the use of said space.

Damage to village property in excess of deposit paid will be the responsibility of the organization/individual renting the facility.

I certify that I have read the above policies and rules; I understand them and I agree to the terms and conditions.

Signature

Name of Responsible Party

Address

Phone Number

Exhibit A-Resolution 2012-23

Name of Group (if any)

Date(s) and hours of use

Size of Group

Special Arrangements:

Food/Beverage to be served? ___ Yes ___ No _____

Office Use Only

Approved _____
(Date)

Fees Pd _____ Date _____

Special Approval by Board for non business hour rental _____
(Date)

Building Access to be Provided by _____

Open _____ (date) _____ (time)

Close _____ (date) _____ (time)

Inspection Checklist Completed (Pre) _____ (Post) _____

Deposit refunded _____

4/10/12