



VILLAGE OF ELM GROVE

GENERAL RULES AND REGULATIONS FOR USE OF COMMUNITY ROOM AND CONFERENCE ROOMS

The meeting rooms in the Village Hall are provided for use by Elm Grove citizens primarily for community-sponsored activities. They are not to be used by profit-making businesses. **The Village of Elm Grove reserves the right to cancel a building reservation or move your organization to a different room if the room reserved is needed for Village use.**

A. Application: Application for use of the Community Rooms and Conference Rooms shall be submitted to the Village Hall, providing all data required as shown on the attached application form at least 7 days prior to the scheduled date. Any requests received not 7 days in advance may be refused based on availability and timing. The Community Rooms may be reserved up to 4 months in advance, contingent upon the activity and meeting schedules of the Village and the Recreation Department. (Village and Recreation Department are exempt from 4 month advance reservation and may reserve at any time).

B. Priorities for use: Priorities for use shall be in the following order (except Community Room IIA; see separate policy.)

1. Village Board, Committees, Boards, Commissions, and Municipal Court.
2. Activities under Village sponsorship (ie recreation programs, CPR classes, etc. sponsored by the Village)
3. Community sponsored organizations such as Friends of the Elm Grove Library, Boy/Girl Scouts, Audubon Society, Junior Guild, Garden Club and residents, including property owners.
4. Not for profit and educational organizations.

C. Conduct: There shall be no solicitation of business, donations, sale of items or services, political activities or religious activities conducted in the Village Hall.

D. Availability: Unless specific permission for other arrangements be given, the hours of use of the rooms shall be from 8:00 A.M. to 9:30 P.M. Monday through Thursday, 8:00 A.M. to 5:00 P.M. Friday, 10 A.M. to 5:00 P.M. Saturday, and no reservations on Sundays or Holidays. There shall be no exceptions to the evening closing hour.

E. Fees: As the community rooms and conference rooms are to be only used for community-related activities, no fee is charged for their use. You will be charged for any damage that occurs while using the building. There is a \$25.00 charge for the set up and removal of tables and chairs, payable at the time of application. You may do your own set-up and take down and no fee will be charged.

F. Decorations: No confetti or other party decorations that create small debris. Tape, push pins, tacks, and/or any other adhesive material is not permitted for use on the walls or floors.

G. Cleaning: The following guidelines must be adhered to:

1. Garbage cans in the community rooms need to be emptied and replaced with clean bags. Full bags should be placed by the kitchen door for removal by Village of Elm Grove staff.
2. Wipe down tables, chairs, counters with soap and water, or cleaning spray.
3. Take down all tables and chairs and put them back where you found them.
4. Floors must be swept.
5. All decorations need to be taken down.
Please note: Cleaning tools/supplies will be provided.

H. Additional Considerations:

1. Use of alcoholic beverages of any kind or smoking will not be permitted.
2. Activities sponsored or attended by minors shall have one adult chaperone for each 25 minors present. These adult chaperones shall remain in attendance during the entire event and shall be held responsible for activities of the event.
3. No storage space is available for groups to leave materials before or after an event or for an event booked at a future date.
4. Proper behavior must be observed at all times both inside and outside the building. Any failure to keep order or any acts of vandalism may result in expulsion or arrest. The person making the reservation shall be held responsible for the conduct of the activity.
5. Pets are not allowed in the building unless special exception has been made by the Village Manager.
6. The Village of Elm Grove is not responsible for equipment or material owned by persons using the buildings.

I have read and understand the above stated Room Reservation Policy:

Signature _____

Date _____

PLEASE FILL OUT THIS FORM COMPLETELY

ELM GROVE MEETING ROOM USE APPLICATION

VILLAGE OF ELM GROVE
13600 Juneau Boulevard
Phone: (262) 782-6700
Fax: (262) 782-8714
Website: www.elmgrovetwi.org

Please call or e-mail to confirm the date and time are open for the room you are requesting, before you submit this form.

Application for the use of four different rooms (capacities listed) in the Village Hall complex located at 13600 Juneau Boulevard:

1. Board/Court Room (capacity 50)
2. Community Room I (capacity 265)
3. William J. "Pat" O'Neil Room (capacity 150)
4. Park View Room (capacity 20)
5. Reinders Room (capacity 15)

Name of organization _____

Purpose of meeting(s) _____

Date (s) _____

Time of meeting (s)	from _____ to _____	estimated attendance	1. _____
	from _____ to _____		2. _____
	from _____ to _____		3. _____
	from _____ to _____		4. _____

Will refreshments be served? _____ yes _____ no

The Village will provide the following furniture and equipment. **It is the responsibility of the organization using the room to set-up and take down.**

Place an (X) by the items needed and indicate the quantity of tables and chairs needed.

_____ chairs (Maximum Available 60)	_____ podium
_____ tables (limit 10)	_____ projector screen
_____ blackboard & easel	

As an authorized representative of the above organization, I hereby apply for use of the facilities as indicated above. I have read the rules governing use of facilities attached to this application and agree that they will be strictly observed. In case a meeting is cancelled, I agree to notify the Village Hall as far in advance as possible.

Name (print) _____ Signature _____
Title or office in organization _____
Address _____
Home telephone _____ Business telephone _____
Cell Phone _____ e-mail address _____

For office use only: Reservation taken by _____ Date _____