

**VILLAGE OF HARTLAND  
ROOM USAGE POLICY  
COMMUNITY CENTER**

**ROOM APPLICATION**

All reservations for the use of the Community Center Meeting Rooms shall be made through the Village Clerk's Office using the appropriate Application Form. Requests should be made a minimum of five (5) business days before the event. Village functions shall take priority. Reservations shall be made on a first-come, first-served basis.

**ELIGIBILITY**

Meeting rooms shall be used only by:

- Village of Hartland government entities
- Federal, State and Local government entities
- Village of Hartland area civic groups whose efforts are directed to the civic welfare of the community
- Nonprofit groups that are designated by the State of Wisconsin as having a tax-exempt status
- Other area organizations that partner with the Village to promote the community

- If an applicant does not qualify based on the above, the applicant may provide a written request to the Village Clerk detailing their reason(s) for usage. The request will then be placed on a Village Board Meeting agenda for the Village Board's consideration.

Meeting rooms shall not be used for the purpose of individual or joint solicitations for funds, commercial sale presentations, meetings that are politically partisan, or seeking of gifts or requests, etc. for the purpose of profit or non-profit.

The Village of Hartland Board of Trustees retains the right to refuse meeting room usage to any organization as it deems appropriate, necessary, and/or to be in the best interest of the Village.

**RESPONSIBLE PARTY**

In completing the Application Form, each organization or group must indicate a designated responsible party. Their responsibility shall include control of the groups using the room(s) and keeping the room(s) clean. Please notify the Clerk's Office if any wall or equipment damage is discovered. If the rules and regulations for using the facilities are not complied with, this member will be contacted.

**MAINTENANCE OF ROOM(S)**

The room(s) must be returned to their original condition after each use. If 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 immediately.

The room(s) are in order when:

- Counters and tables are clean
- All food and supplies, which have been brought in, are removed
- Trash has been bagged, tied and is ready for removal
- Kitchen, if used, shall be returned to its original condition

(Cleaning supplies, dishtowels, dish detergent, serving utensils, etc. must be brought with you)

### **DISPLAY AND DECORATIONS**

No part of the meeting rooms or commons area shall be used for displays or exhibits. No decorations shall be hung from any ceiling, wall or window in the facility, without prior notification and approval from the Clerk's Office.

### **ALCOHOLIC BEVERAGES AND TOBACCO**

#### **➤ VILLAGE HALL IS AN ALCOHOL-FREE TOBACCO-FREE FACILITY**

Persons wishing to smoke must go off the municipal grounds or in their vehicle. Ashtray containers must be used to prevent smoking materials from being deposited onto Village property.

### **FOOD AND BEVERAGES**

Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the Community Center. Food that is prepared and cooked may be brought into the facility in warmer pots and served.

### **CHAPERONES**

In event of minors using the meeting room(s), there shall be at least two (2) chaperones present for every 25 minors. Adult chaperones must be in attendance the entire event.

### **BEHAVIOR**

Anyone using the facility or being on the premise of the Municipal Building and grounds shall be expected to exhibit proper behavior at all times. Failure to comply with the requirement may result in forfeiture of future use of the facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during Municipal Building hours.

The meeting rooms are checked frequently for wall and/or equipment damage. If your group discovers any damage or is responsible for any damage, notify the Clerk's Office immediately.

### **ROOM ASSESSIBILITY**

The meeting rooms will be locked when not scheduled for use. Applicants are responsible for turning off lights and locking room doors and entrance doors. If the room(s) are scheduled when the Municipal Building is not open and you find the door is locked, you may go to the Police Department (Park Street Entrance) and ask them to unlock the door.

- Meeting rooms are available no earlier than 8:00 AM
- Community Center must be vacated by 9:00 PM, except for Village of Hartland sponsored functions
- Meeting rooms are not available Sundays or Holidays

**HEATING & COOLING**

Heating and air conditioning settings are pre-set and shall not be adjusted.

**RESTROOMS AND EMERGENCY EXITS**

Handicap accessible restrooms are available adjacent to the meeting rooms. The two main facility entrances are handicap accessible. Emergency exits are clearly marked throughout the facility.

**TELEPHONE & VENDING MACHINES**

A pay phone is located in the Cottonwood Avenue entrance area. Telephones located in the meeting rooms are for 911 use only. A vending machine is located in the parking lot level entrance.

**PARKING**

There is short-term on-street parking available around the Municipal Building. There are two (2) Municipal Building parking lots designated as follows: One located behind the Municipal Building and one across the street from the building on Cottonwood Avenue.

**DEPOSIT & ROOM FEES**

A \$75.00 deposit is required to reserve the meeting room(s) and must be paid at the time the application is submitted. The deposit shall be in the form of an Organization’s check, cashiers check, money order, or cash. Personal checks will be accepted only from the “Responsible Party”. The deposit will be returned to the applicant within 30 days of the reservation date, upon the Village’s inspection of the room(s). The Village of Hartland shall have the right to retain any or all of the deposit it deems necessary to cover the cost of clean-up and/or repairs.

Organizations may elect to maintain a deposit ‘in trust’ with the Village Clerk’s Office as a deposit for repeat reservations. The Village shall retain and/all interest earned on the \$75.00 deposit.

Room fees include custodial/maintenance services, utility costs, etc. and help defray costs incurred by the Village for the meeting rooms. The room fees are not rental fees and must be paid at the time the application is submitted. The room fee payment shall be in the form of an Organization’s check, cashier’s check, money order, or cash. Personal checks will be accepted only from the “Responsible Party”.

<b>ROOM</b>	<b>LESS THAN 2 HOURS</b> <small>(Includes Applicant's setup/takedown)</small>	<b>2 TO 4 HOURS</b> <small>(Includes Applicant's setup/takedown)</small>	<b>4 TO 8 HOURS</b> <small>Includes Applicant's setup/takedown)</small>	<b>MORE THAN 8 HOURS</b> <small>(Includes Applicant's setup/takedown)</small>
Meeting Room 1	No Charge	\$20.00	\$40.00	\$60.00
Meeting Area 2	No Charge	\$20.00	\$40.00	\$60.00
Meeting Room 3	No Charge	\$20.00	\$40.00	\$60.00
Kitchen	No Charge	\$20.00	\$40.00	\$60.00
Community Room (Hetznecker Hall)	No Charge	\$30.00	\$60.00	\$90.00
The charge for a combination of rooms will be as follows:	No Charge	\$50.00	\$100.00	\$150.00

- If an applicant desires the above deposit and/or room fees be waived, the applicant may provide a written request to the Village Clerk detailing reasons and/or need for the waiver. The request will then be placed on a Board Meeting Agenda for Village Board consideration.
  - The Village of Hartland reserves the right to waive any or all deposits and/or room fees, as determined by the Village of Hartland Board of Trustees on a case-by-case basis.

### **COMMENTS & SUGGESTIONS**

The Village of Hartland's Board of Trustees mission is to provide the community a pleasant atmosphere for meeting purposes. Your comments and suggestions would be appreciated.