

# VILLAGE OF HALES CORNERS

## *Municipal Building –Meeting Rooms*

### Rules and Regulations

1. All reservations for the use of the meeting rooms in the Village Hall shall be made through the Village Administrator's Office
2. In making reservations, each civic group or other organization shall list by letter to the Village Administrator the name of the person who has the right or responsibility for requesting reservations. This responsibility shall include control of the group using the rooms and keeping the room clean.
3. Meeting rooms shall be used only by civic groups which are Hales Corners sponsored or Whitnall School District groups comprised of Village residents whose efforts are directed to the civic welfare of the community, works of charity and general Village interest and benefit. Groups whose activities have been identified as consistent with these specifications are shown on the attached list. No other group's application for room reservation shall be approved without the express written consent of the Village Administrator. There will be no continuous scheduling of any activity by any group not on the approved list except as approved by the Village Board. Non-Village related functions could forfeit the use of the meeting rooms if necessitated by Village related functions.
4. Other requests for the use of the Municipal Building or the meeting rooms other than those identified above, must be made in writing and approved by the Village Board.
5. Individual or joint solicitations for funds, alms giving, sales of merchandise, seeking of gifts or requests etc. for the purpose of profit are prohibited without the express written consent of the Village Administrator.
6. No part of the upper or lower lobbies, the hallways connecting thereto, shall be used for displays or exhibits without prior permission of the Village Administrator.
7. Only the official flags of the United States and of the State of Wisconsin shall be hung, displayed or otherwise presented for public exposure. This rule shall apply to the interior premises of the Village Hall and the immediate premises upon which the Village Hall is situated.
8. The Village Hall meeting rooms shall be used only between the hours of 8:00 a.m. and 11:00 p.m.
9. The Village of Hales Corners reserves the right herewith to hold any using organization or its members individually or severally liable for damages to the building, the equipment and facilities contained therein.

10. All laws of the state of Wisconsin and Federal Laws governing the holding of lotteries, gambling or games of chance must be strictly adhered to. Violations thereof shall result in the immediate closing of the facilities being used for such purpose and the meeting or assemblage shall be terminated forthwith.
11. Certain storage space has been allocated to the Hales Corners Woman's Club. No other group may use cabinet or other storage space without specific permission of the Building and Grounds Committee.
12. Guidelines for the use of the kitchen facilities:
  - A. Each organization shall furnish their own kitchen utensils, dishes, pots, pans, coffee makers, etc. The kitchen appliances and cabinets were donated to the Village of Hales Corners by the Women's Club and therefore, are the property of the Village. These appliances and designated cabinets are to be made available at all times for public use. (Except as stated in #16)
  - B. The Woman's Club may keep their equipment in designated locked cabinets as approved by the Buildings and Grounds Committee. The number of locked cabinets shall not exceed 50% of the total cabinetry in the kitchen.
  - C. Garbage and/or refuse resulting from the use of the meeting rooms and kitchen shall be collected by members of the organization and place in containers provided. The plastic liner bag shall be removed, tied securely at the top and all bags must be placed on the porch or the West Side of the Village Hall.
13. Smoking is prohibited in the Village Hall facility. Smoking only in designated areas outside the Village Hall facility.
14. If an organization selects the option of having tables and chairs arranged by Village of Hales Corners personnel, a seating arrangement and table location sketch must accompany the application.
15. The organization is hereby notified that the Village shall not assume any liability to any person or to any injury sustained by them due to being on the premises because of the organization's function.
16. The piano in the meeting room and microwave in the kitchen belong to the Woman's Club; however, they may be used by other groups upon request to the Club through the Woman's Club President or Chairman of House Arrangements. Woman's Club tables and chairs are intended for Village Hall use and may not be taken from the premises except for Woman's Club and Village Government functions.
17. Microphones and public address or amplifying systems can be installed for the convenience of organizations using the Large Meeting Room; request must accompany application.

18. Minors using the meeting room shall have at least one chaperone present for every 15 minors using the facility. The chaperons shall attend the entire event.
19. Anyone using the facilities or being on the premises of the Village Hall will be expected to exhibit proper behavior at all times. Failure to comply with this requirement can result in forfeiture of future use privileges. Disorderly conduct or acts of vandalism may result in immediate expulsion or arrest.
20. Beer and other alcoholic beverages are prohibited on the premises.
21. Procedure for reserving the meeting room:
  - A. A qualified officer of the organization must make reservations on a form provided by the Village.
  - B. A deposit must accompany each application. (See schedule of fees and deposits)
  - C. The Village must receive the application at least three (3) days prior to the date for which the room is requested.
  - D. A receipt will be issued and a copy of the reservation will be returned to the organization officer.
22. Schedule of Fees and Deposits:
  - A. A deposit of \$25.00 will be made to confirm the room reservation for use of the Large or Small Room in the lower level. There will be no food or beverages allowed.
  - B. A deposit of \$50.00 will be made to confirm the room reservation for use of the Large or Small Room in the lower level when coffee and/or beverage and desserts only are served.
  - C. A deposit of \$100.00 will be made to confirm the room reservation for use of the Large Room only in the lower level when there is a luncheon or dinner served.
  - D. Set-up Option:
    - 1) Members of the group may set up tables and/or chairs.
    - 2) The group may elect to have Village personnel set up and/or take down for a flat fee of \$25.00.
  - E. Refund of Deposit. In event the room is not in the same substantial condition as when the applicant takes possession, requiring additional expense to the Village, the deposit will be forfeited. If the room is in the same such condition, the deposit will be refunded.

23. Requests for Exceptions and Appeals from decisions of the Village Administrator. Any applicant who wishes an exception from the rules described herein or wishes to appeal a decision made by the Village Administrator, may direct the request or appeal to the Board of Trustees. The Committee shall notify the applicant and arrange a meeting to consider the request and/or appeal within two (2) weeks.
24. Legislative and Congressional officials who represent the Hales Corners area may reserve a meeting room for a constituent's meeting except within the three (3) months prior to an election. No deposit will be required for this use.
25. Copies of the rules regarding the use of the kitchen and meeting rooms will be posted prominently in both rooms

(Originally Approved by Village Board of Trustees 7/11/88)  
Revised 11/7/2001  
Revised 11/16/2016