

POLICY NO. 04-09-2024(a)
VILLAGE OF PRAIRIE DU SAC
VILLAGE HALL MEETING ROOM RESERVATION

The Village Hall Meeting Room is intended primarily for the Village of Prairie du Sac meetings, elections, and programs. When not required for village use, the Meeting Room will be available for use by the community's independent sector and local businesses for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Board of Trustees. The Village Hall Conference Rooms may not be reserved for use by non-Village or affiliated government agencies.

I. RESERVATION PROCEDURE

- a. An online application via the Village's website must be used to request a Meeting Room reservation. The Village Administrator's Office will respond after receiving the application.
- b. Cancellation of reservations must be made 48 hours prior to the scheduled event, except under extenuating circumstances such as inclement weather, by notifying the Village Administrator's Office. If two consecutive cancellations occur without providing the required notice, future reservations will be cancelled and/or denied.
- c. Requests shall be submitted a minimum of 2 weeks in advance of the date requested to ensure the availability of the Meeting Room, but no sooner than 52 weeks.

II. NORMAL OPERATING HOURS

Normal operating hours are Monday through Friday, 9:00 a.m. until 5:00 p.m. The Meeting Room is not available on Saturday, Sunday, or Village Holidays. Use of the Meeting Room after 5:00 p.m. will require approval and a pre-paid fee as indicated in section IV.

III. SCHEDULING

Priority use of Meeting Room is given to Village of Prairie du Sac boards, commissions, committees, departments, and/or other government agencies conducting official business.

IV. FINANCIAL OBLIGATIONS

- a. The Village of Prairie du Sac reserves the right to charge users for costs incurred above and beyond standard room use. Users are expected to ensure that the room and any equipment or fixtures are clean, undamaged, and left in a presentable manner.
- b. Arrangement may be possible for technology access by contacting the Village of Prairie du Sac at least two weeks in advance.
- c. In the event of any necessary cleaning and/or repair of damage caused while under a group's use the cost of repair and/or cleaning will be charged to the user group. No user group may use the meeting rooms unless they have paid all outstanding costs in full. If damage is assessed to a user group on any two occasions, their right to use the Meeting Room may be terminated.
- d. Use of the Meeting Room is provided free of charge during normal operating hours. Use of the Meeting Room outside of normal operating hours will require advance payment at the rate of \$72.00 per hour. Village boards, commissions, committees, departments, and other government agencies with members who are Village personnel representing Village interests are exempt from this fee.

V. REGULATIONS

- a. Any group reserving the Meeting Room is responsible for any damage to the facilities and shall notify the Village Administrator's Office within 24 hours of any known or related incident of damage during their scheduled events. Misuse or damage to the facilities may be sufficient cause to terminate current and future use by the group.
- b. Alcoholic beverages are not permitted in the building or on the grounds.
- c. Smoking is not permitted in the building.
- d. No food or drink may be served (groups listed in III above are exempt from this regulation).

- e. No items may be attached (taped, pinned, stapled, etc.) to any room surfaces, furniture, or equipment.
- f. Minors under the age of 18 years are not permitted in the building without adult supervision.
- g. All people must exit the building by 9:00 p.m. (groups listed in III above are exempt from this regulation).
- h. No Village property located on or within the premises of the Village Hall may be removed.
- i. The Village of Prairie du Sac does not assume responsibility for the property brought to, left at, or stored in or on the Village Hall premises by the user. The user assumes this liability.
- j. Annually, groups reserving the Meeting Room shall advise the Village Administrator of their intentions as to the continued use of the facilities.
- k. If room configuration has been disrupted for use purposes. It must be returned to the configuration found before use started.
- l. Use outside of normal operating hours will require the presence of a Village of Prairie du Sac employee during the use. The reservation will not be approved if an employee approved by the Village Administrator is not available.
- m. No admission fee, fundraising, solicitation of donations, or any other monetary solicitation may be made (groups listed in III above are exempt from this regulation).
- n. Reservations by groups, outside of those listed in III above, will be limited to 12 reservations per year. However, if no reservations for the Meeting Room have been made 48 hours prior to the event time, a group which has already met this limit may request to use the Meeting Room.
- o. Village staff reserves the right to be present at any time throughout the reservation.
- p. Reservation for use of the Meeting Room does not include exclusive use of common areas such as hallways, the lobby, restrooms, or other areas within the Village Hall, or any conference room.
- q. Due to staff limitations, the Village cannot accept calls or relay messages to individuals using the meeting room except in the case of emergency.
- r. The Village is unable to provide storage space for those using the Meeting Room.
- s. The Village reserves the right to deny or terminate the use of the Meeting Room after 1 warning by the staff if any of the Village's policies are not followed.
- t. The Village may require that a disclaimer be added to all promotional materials stating: "The Village of Prairie du Sac is not a host or sponsor of this event and does not endorse the group's policies or beliefs."

VI. RESTRICTIONS ON USE

The following types of uses are not permitted:

- a. Events involving the sale, advertising or promotion of products or services, unless the program is sponsored by the Village of Prairie du Sac or other government agency.
- b. Private social functions, including but not limited to, showers, parties, and dances.
- c. Programs which would interfere with the Village's operation by causing excessive noise, a safety hazard and/or security risk are not permitted.

VII. DISCLAIMERS

- a. The fact that a group is permitted to use the Meeting Room does not in any way constitute the Village of Prairie du Sac's endorsement of the group's policies or beliefs by the Village, its officials, or staff.
- b. The Village of Prairie du Sac is not responsible for any equipment or items left at the Village Hall.
- c. If the reservation is granted, then in such event, the applicant agrees to indemnify, save and hold harmless the Village of Prairie du Sac from and against any and all claims, suits, demands, causes of action, and expense arising out of any acts or omissions of the applicant (and/or its invitees and attendees) on or about the Village Hall and causing injury to any person or persons or property, whomsoever or whatsoever.
- d. The Village reserves the right to refuse to reserve the Meeting Room for groups that do not comply with this policy.
- e. This policy may be subject to change, without notice, based on the need or circumstance as approved by the Board of Trustees at a scheduled meeting.

VIII. VILLAGE RETAINS RIGHT TO PREEMPT ANY SCHEDULE OF EVENTS

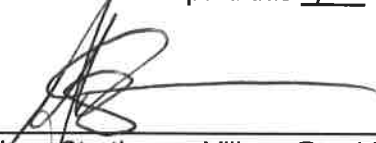
The Village Administrator or Village Board shall retain the right to preempt any reservation to permit the use of the Meeting Room when it is in the interest of and welfare for the public.

IX. REPEAL OF PREVIOUS POLICY

The Rental Policy and User Fee Schedule effective May 1, 2002, is hereby repealed upon adoption of this policy.

This policy shall be in full force and effect upon its passage by the Village of Prairie du Sac Board of Trustees.

Approved and adopted this 9th of April, 2024.



Andrew Strathman, Village President



Alan Wildman, Village Administrator