

## Village of Richfield

### Village Hall Facility Use Policy

#### 1.0 PURPOSE:

The Village of Richfield's facilities are provided for use by Richfield citizens primarily for community-sponsored activities, for informational, educational, intellectual, or charitable activities. It is not to be used by profit-making businesses. The Village of Richfield 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.

#### 2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to all Village of Richfield staff, elected/appointed officials, and the public.

#### 3.0 POLICY:

It is the policy of the Village to enforce all guidelines dictated in this policy and in local ordinances regarding use of Village facilities in the Village of Richfield.

#### 4.0 DESCRIPTION OF VILLAGE FACILITIES:

The Village facilities available for use include the lower level of Village Hall and the break room in the Public Works garage. The Village Hall has a capacity of approximately 150 people and contains audio and visual equipment that is owned by the Village. There is also an assortment of tables and chairs available. The room is accessible through the west downstairs doors. The Public Works break room has a capacity of 15 people and contains kitchen facilities owned by the Village.

#### 5.0 USE OF THE FACILITIES:

In the event more than one meeting or function is planned for the same date, priority for functions other than Village uses shall be on a "first come, first serve" basis, except that for applications received on the same date, priority shall be in the order as shown below. Displaced groups shall be notified of scheduling conflicts as soon as possible.

- 5.1 Functions of Village government shall always take precedence in scheduling the use of Village Hall meeting rooms.
- 5.2 Activities under Village sponsorship and community sponsored organizations such as Boy/Girl Scouts, Richfield Historical Society, Lion/Lioness Clubs, etc.
- 5.3 Not for profit and educational organizations.

## 6.0 AVAILABILITY:

These facilities are available for use during the following hours of the week or weekend:

- 7:30am to 10:00pm – Monday – Thursday
- 7:30am to 6:00pm – Friday - Sunday

## 7.0 SCHEDULING USE OF THE FACILITY:

Scheduling of the facilities for events must be done during Village Hall business hours of 7:30am and 4:00pm and can be done by E-mail or in person. Once the reservation has been made and approved, and the responsible party has signed the facility use agreement, the user may pick up a key fob to the room up to two (2) days prior to the event during regular business hours. The key fobs provided for facility access are on a time scheduled limit that provides entrée to the scheduled user/s for the entirety of their requested and approved time. After use of the room the user will, leave the key in the available drop box located by the front entrance of Village Hall.

## 8.0 CHARGES FOR USE OF FACILITIES:

As the facilities are to be only used for community-related activities, no fee is charged for their use. Users will be charged for any damage that occurs while using the building. There is a \$25.00 charge for set-up and removal of tables and/or chairs, if necessary, payable at time of application. The user may do set-up and take down and no fee will be charged.

## 9.0 PROHIBITED USE OF THE FACILITY:

- 9.1 Programs involving the sale, advertising, promotion of products or services, or other commercial purpose.
- 9.2 Private social functions, such as showers, birthday parties, and dances.
- 9.3 Programs which interfere with Village Hall operation by causing excessive noise, a safety hazard, or a security risk.
- 9.4 Political meetings for the purpose of furthering the candidacy of a person or persons. The term political meeting does not include a bona fide public informational meeting held by an elected official for the purpose of informing or providing his/her constituents with an opportunity to meet and ask questions of their elected officials as long as the meeting is more than 4 weeks prior to an election for the elected official. The term political meeting also does not include informational meetings or candidate forums sponsored by non-partisan groups if the intent of such meeting is to provide a forum for all candidates or representation of all sides of an issue.

## 10.0 FACILITY REGULATIONS:

- 10.1 The Village is not responsible for damage to or loss of property belonging to the groups using the facility.
- 10.2 Users of Village facilities are prohibited from selling or in any way providing, possessing, or consuming alcohol.
- 10.3 The use of nails, tape, tacks or the like to fasten materials to the walls, doors or ceiling is prohibited.
- 10.4 Pets are not allowed in the building unless special exception has been made by the Village Administrator.
- 10.5 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.
- 10.6 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 and/or arrest. The person making the reservation shall be held responsible for the conduct of the activity.
- 10.7 The private user must strictly abide by all rules, regulations, resolutions and ordinances of the Village of Richfield, and all applicable State and federal laws, at all times during the use.
- 10.8 The person making the reservation, individually and on behalf of the organization that will use the facility (if any), is required to enter a facility use agreement with the Village.
- 10.9 The person entering the facility use agreement must be a resident of the Village, and must be present at the event at all times throughout the private use, unless in the case of emergency. In case of an emergency, the Village Administrator, in his discretion, may allow another Village resident to be the responsible party, provided that such other resident accepts the responsibilities of the same and agrees to be present at all times during the private use.
- 10.10 Use of the facility does not imply Village endorsement of the activity. All publicity for the function must include this statement: "The use of the Village of Richfield property has been made possible pursuant to the Village of Richfield Village Hall/Public Works Facility Use Policy, and the Village of Richfield disclaims any express or implied endorsement of this activity."
- 10.11 Private use of the Village facilities shall not be to the exclusion of Village uses. Village officials and employees may enter the premises at any time, even during the private use, for any purpose.

- 10.12 The Village Administrator is authorized to refuse facility usage when, based on past use, the experience or usage by the individual or organization has been unfavorable as determined by the Village Administrator.
- 10.13 The private user shall reimburse the Village of Richfield for any costs the Village incurs related to the private use activity, including, but not limited to, the costs that the Village may incur in providing police protection or security in excess of the personnel ordinarily on duty during the time of use; and the cost of cleaning or repairing the facility following the private use activity. All such costs must be paid in full prior to any further use of any Village facilities.

11.0 CLEANING:

Users of the Village Hall Facilities must adhere to the following guidelines:

- 11.1 Garbage cans must be emptied and replaced with clean bags. Full bags should be placed in the outside garbage cans, as directed by Village Staff.
- 11.2 Tables, chairs and counters must be wiped down with soap and water, or provided cleaner.
- 11.3 All tables and chairs must be taken down and put back where found.
- 11.4 Floors must be swept or vacuumed, clean of any dirt and/or debris.
- 11.5 All decorations must be taken down. (Please see 10.4)

**Please note: Cleaning tools/supplies will be provided.**



VILLAGE OF RICHFIELD, WISCONSIN

VILLAGE HALL FACILITY USE APPLICATION AND AGREEMENT  
(Reservation & Deposit Fees Listed Below)

To the Clerk of the Village of Richfield, County of Washington, Wisconsin:

The undersigned hereby applies to use the below listed Village Hall facility. Having read and understanding the conditions of use and general rules of the facilities (see back) the undersigned agrees to comply with and indemnify and save harmless the Village of Richfield from liability which might be occasioned to said Village by virtue of granting reservation as per application.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations, and penalties governing the business for which this license is applied for:

<b>Organization/Group:</b>		
<b>Applicant:</b>	<b>Phone (H):</b>	<b>Phone (C):</b>
<b>Email Address:</b>		
<b>Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Nature of Activity:</b>		
<b>Day(s) / Date(s) Requested:</b>		<b>Time (include set-up and clean-up time):</b>
<b>Facility Requested:</b> Village Hall <input type="checkbox"/> Public Works <input type="checkbox"/>		
<b>Please Check All That Apply:</b> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Beverages Served <input type="checkbox"/> Food Served <input type="checkbox"/>		
<b>Estimated Attendance:</b> Adult: _____ Youth: _____		
<b>Number of tables needed</b>		
I, the undersigned (representing the sponsor), have read the conditions of use and general rules of the Village regulating use of facilities (see back) and agree to comply with them and further agree to indemnify and save harmless the Village of Richfield from liability which might be occasioned to said Village by virtue of granting reservation as per application.		
<b>Signature of Applicant:</b>		<b>Date:</b>

For Village Use Only

<b>Key Issued to (If Applicable):</b>		<b>Approval Granted:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Signature:</b>		<b>Date:</b>	
<b>Date Key Issued:</b>	<b>Date Key Returned:</b>	<b>Date Posted on Calendar:</b>	<b>Initial:</b>
<b>Key/Damage/Clean-up Fee:</b>		<b>Date Room was Inspected:</b>	<b>Initial:</b>
<b>Comments:</b>			
<b>Received By:</b>		<b>Initial:</b>	

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