

VILLAGE COUNCIL ROOM POLICY

The Oostburg Village Board considers the meeting room an asset for the community and encourages its use by residents and community groups.

RULES AND REGULATIONS

Room Use and Fees

Non-profit organizations with 501c3 status are not charged a fee.

Informational meetings of a civic or educational nature are not charged a fee. No fee may be charged to attend such meetings. The meeting must be open to the public and no person's right to attend an informational meeting or program will be denied or abridged because of origin, age, race, views, background, religions, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.

Non-refundable fees are as follows:

Village Resident:	\$50.00
Non-village Resident	\$100.00
"For-profit" Village businesses:	\$100.00
"For-profit" Non-village businesses:	\$150.00

Disallowed Programs

Events involving the use of hazardous materials such as paints, chemicals and other flammable or toxic materials are not permitted.

No open flames will be permitted in the meeting room.

Activities prohibited under local, state and/or federal laws are not permitted.

Reservations

Government activities of the Village of Oostburg have the highest priority followed by all other uses. The Village Board has the right to cancel, reschedule or postpone any uses that conflict with Village sponsored programs and/or special events or for Oostburg Village Government events.

No group, individual or business may book meetings more than 365 days in advance of the event. Walk-in requests will be honored if the room is available (request form and contract must be completed). The meeting room must be vacated at least 10 minutes before village office closing time. The village staff will complete a checklist of the room's condition before and after a group's use of the room.

Upon special request the meeting room may be available past the village office closing time. If the room is to be used past office closing time, the village staff will complete the follow-up room condition checklist the following open morning. Current hours are: Monday-Friday: 8:30AM-Noon; 12:30-4:30PM.

For special consideration to use the meeting room when the village office is not open, the following steps will be followed:

The person/group requesting use outside of the village office hours must file such a request with the Oostburg Village Property Committee.

If the Village Property Committee approves the request, the village staff will be notified by the Property Committee.

The person/group requesting the use must complete the meeting room use contract and return it to the Village Office.

If the room is to be used during a time the Village Office is not open, the Village staff will complete the room condition checklist the last open day of the Village Office before use and the follow-up checklist will be completed the next open morning of the Village Office after the meeting.

If the room is to be used during a time the Village Office is not open, the person responsible for the person/group's meeting must sign out a key from the Village Clerk the day before their meeting and return it to the first day the Village Office is open after the meeting. NO duplicate keys will be made.

The room is reserved on a first come, first served basis.

Refreshments/Smoking

Smoking is not permitted anywhere in the Municipal Building.

Light refreshments may be served. No alcoholic beverages may be served. Any person found in violation of the Village ordinance prohibiting the consumption of malt beverages and intoxicating liquor in public places shall pay a forfeiture of not to exceed One Hundred (\$100.00) Dollars.

Room Capacity/Storage

Individuals and groups must conform to the posted meeting room capacity of 122 for unobstructed use. The Village Board does not provide any storage for meeting room users.

Underage Groups

All meetings and programs of or for groups comprised primarily of people under the age of eighteen (18) require the presence of a responsible adult at all times during the meeting/program.

Conduct

No person shall engage in any disorderly conduct, or in any lewd or lascivious talk, act or behavior in the Village Office building.

Disruptions

Meetings and programs must not disrupt the use of the Village Clerk. Persons attending meetings are subject to all village rules, regulations and policies. Persons/Groups who disturb Village Clerk activities or individuals conducting business with the clerk will be denied future use of the meeting room. Meeting activities must be confined to the room.

Village Staff and Room Setup

Except in emergencies, messages cannot be conveyed to meeting room guests.

The Village staff does not have personnel to assist with meetings or programs or to operate equipment.

Tables and chairs are available but the village staff cannot assume responsibility for setting up the room. If the individual/group uses the tables and chairs, returning them to their storage place at the end of the event is required. Individual/Groups using the meeting room are asked to wipe down the tables and vacuum the room. A vacuum is available. If the room must be cleaned up afterwards beyond emptying waste receptacles and routine vacuuming, the responsible person/group will be assessed a fee of \$50.00 and be denied future use. If the use of the room is conducted when the village office is not open, the person/group is responsible for shutting off the lights in the room, the hallway, the restrooms and making sure the doors are locked upon departure. Failure to do so may result in denial of any future use of the room.

Right of Denial

The Oostburg Village Property Committee reserves the right to deny use of the meeting room to users whose previous use had resulted in damage or disregard for the policies. The Village Clerk will inform the group of such a denial. A person/group may appeal such a denial to the Oostburg Village Property Committee.

Signage/Publicity

Publicity generated by users of the meeting room may only use the Village Office name and address for directional purposes. The use of the name, address or telephone number of the Oostburg Village Office as the address or headquarter by any users of the meeting room is prohibited.

Nothing may be attached to walls, ceilings, doors, or furniture in the meeting room with the exception of temporary signage/displays which may be tacked to the display wall.

Damages

The Village of Oostburg, its employees or agents are released from any responsibility for any and all damages, claims or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought onto the premises shall be a risk of the undersigned while the Village of Oostburg, its employees or agents shall not be liable for any injury, loss or damages to said property or injury to any person on the premises.

Acknowledgment of Rules and Regulations

The rules and regulations must be read and understood before use will be granted.

Endorsement of Event

The Village of Oostburg, its employees or agents do not, in any way, endorse or contest the policies, believes or activities of those approve to use the meeting room.

Adopted by the Oostburg Village Board on: April 13, 2015.