

Village of Edgerton Community Meeting Room Policy

The Village of Edgerton has a Community Meeting Room located within the Edgerton Municipal Building. This Meeting Room has been made available for community organizations and/or other relevant entities to use, free of charge. The Village of Edgerton requires that the following be respected:

Definitions:

- 1) For the purpose of this Policy,
 - a) **"Village"** refers to the Village of Edgerton;
 - b) **"Policy"** refers to the Village of Edgerton Community Meeting Room Policy;
 - c) **"Meeting Room"** refers to the Community Meeting Room located within the Edgerton Meeting Room;
 - d) **"Organization"** refers to a community organization and/or other relevant entities;
 - e) **"Renter"** refers to a private individual, business, or other entity;
 - f) **"Agreement"** refers to the Community Meeting Room Shared Use Agreement (Part 1 or Part 2), included in this Policy.

Policy Statement:

The purpose of this Policy is to create and maintain standards for use of the Meeting Room.

Policy:

- 1) All Organizations that wish to use the Meeting Room should be aware that:
 - A) Organizations are free to utilize objects within the Meeting Room.
 - B) Organizations are free to utilize the phone located in the Meeting Room.
 - C) Organizations are free to utilize the Village's wireless internet. Access to the wireless internet will be provided by Village staff.
 - D) Organizations must reserve the Meeting Room with Village staff no less than two weeks prior to the date the Organization wishes to utilize the Meeting Room.
 - E) Village staff can not guarantee that a date will be available prior to a reservation being arranged. Village Staff will operate under the assumption that if the Meeting Room is not reserved for a certain time and date it is available.

- 2) All Organizations that wish to use the Meeting Room are required to respect the following:
 - A) The Meeting Room is to be kept clean and orderly. Each Organization is responsible for ensuring that their use of the Meeting Room is clean and orderly.
 - B) Access to the Meeting Room will be arranged by Village staff or an individual designated by the Village.
 - C) Organizations will access the Meeting Room through the south solid door located in the public hallway of the Edgerton Municipal Building.
 - D) Organizations are not to enter the Village Office proper.

- E) Organizations are not to utilize any Village property or items other than those contained within the Meeting Room.

3) All Organizations that wish to use the Meeting Room must:

- A) Review and sign an Agreement (Part 1).
- B) Agreement (Part 1) must be signed by current Organization Executive members.
- C) Copies of the Agreement (Part 1) will be kept by the Village and by the Organization.

4) The Meeting Room may also be utilized by a Renter. Renters must:

- A) Respect all relevant portions of this Policy.
- B) Review and sign an Agreement (Part 2).
- C) Copies of the Agreement (Part 2) will be kept by the Village and the other party.
- D) Agree to pay the Village a rental fee of \$50.00 for each day the Meeting Room is to be used.
- E) Agree to provide the Village with a \$100.00 damage deposit.

Community Meeting Room Shared Use Agreement (Part 1)

Organization Name: _____

Organization Chairperson/President: _____

Chairperson/President Contact Information: _____ (Phone)

On behalf of the Organization:

- I have read, understand, and agree to respect the Village of Edgerton Community Meeting Room Policy.
- I am aware that multiple failures to respect the Policy may result in the Organization's access to the Meeting Room being revoked.

I am aware that a single instance of any of the following will result in the immediate revocation of my Organization's access to the Meeting Room:

- Should I or any member of the Organization access the meeting room without informing the Village.
- Should I or any member of the Organization access the Village Office proper.

Chairperson/President

Village of Edgerton
Chief Administrative Officer

Secretary/Treasurer

Date

Designated Access Provider (Print name)

Community Meeting Room Shared Use Agreement (Part 2)

Renter Name: _____

Renter Contact Information: _____ (Phone)

As a Renter:

- I have read, understand, and agree to respect the Village of Edgerton Community Meeting Room Policy.
- I am aware that multiple failures to respect the Policy may result in my (or related parties) access to the Meeting Room being revoked.

I am aware that a single instance of any of the following will result in the immediate revocation of my (or related parties) access to the Meeting Room:

- Should I (or any related party) access the meeting room without informing the Village.
- Should I (or any related party) access the Village Office proper.

Additionally, I understand that:

- The \$50.00 I have paid the Village of Edgerton is a non-refundable rental fee.
- The \$100.00 I have paid the Village of Edgerton will be returned to me (or a related party) only if the Meeting Room is left undamaged, clean, and all items belonging in the Meeting Room are present.

Renter

Village of Edgerton
Chief Administrative Officer

Designated Access Provider (Print name)

Date