



# MEETING ROOM USE APPLICATION

The Village of Elm Grove, 13600 Juneau Blvd. (262)-782-6700

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_ Purpose of use: \_\_\_\_\_

	Date Requested	Time Requested	Attendance	Refreshments Served?
Board/Court Room (Max Cap: 50)				
Community Room (Max Cap: 265)				
O'Neill Room (Max Cap: 150)				
Park View Room (Max Cap: 20)				
Reinders Room (Max Cap: 15)				

The village will provide the following equipment.  
**It is the responsibility of the organization using the room to set up and take down:**

Qty Chairs Requested	Qty Tables Requested	Blackboard/Easel	Podium	Projector Screen

**GENERAL RULES & REGULATIONS FOR USE OF COMMUNITY ROOMS & CONFERENCE ROOMS:**

The meeting rooms in Village Hall are provided for use by Elm Grove citizens primarily for community-sponsored activities. They are not to be used by profit-making businesses. The Village of Elm Grove reserves the right to cancel a room reservation or move your organization to a difference room if the room reserved is needed for Village use.

- A. **Application:** Application for use of the community rooms and conference rooms shall be submitted to Village Hall, providing all data required at least 7 days prior to the scheduled date. Any requests received not 7 days in advance may be refused based on availability and timing. The community rooms may be reserved up to 4 months in advance, contingent upon the activity and meeting schedules of the Village and the Recreation Dept. (Village and Recreation Dept. are exempt from 4 month advance reservation and may reserve at any time).
- B. **Priorities for Use:** Priorities for use shall be in the following order:
  1. Village Board, Committees, Boards, Commissions, and Municipal Court
  2. Activities under Village sponsorship (ie: recreation programs, CPR classes, etc. sponsored by the Village)
  3. Community sponsored organizations such as Friends of the Elm Grove Library, Boy/Girl Scouts, Audubon Society, Junior Guild, Garden Club, and residents, including Village of Elm Grove property owners.
  4. Not for profit and educational organizations.
  5. Resident/Non-community activities (birthdays, anniversaries, showers, family reunions, etc.) \*\*See "E. Fees" below for applicable fees.\*\*
- C. **Conduct:** There shall be no solicitation of business, donations, sale of items or services, political activities or religious activities conducted in the Village Hall.
- D. **Availability:** The hours of use of the rooms shall be from 8:00 am to 9:30 pm Monday through Thursday, 8:00 am to 5:00 pm Friday, 10:00 am to 5:00 pm Saturday, and no reservations on Sundays or holidays.
- E. **Fees:** There is a \$25.00 room use charge for any activities falling under "Priorities of Use", item #5—Resident/Non-community activities. Additionally, all reservations will be charged for any damage that occurs while using the building.
- F. **Room Set Up and Take Down Fees:** There is a \$50.00 charge for the set up and removal of tables and chairs, payable at the time of application. You may do your own set up and take down and no fee will be charged.
- G. **Decorations: No confetti or other party decorations that create small debris.** Tape, push pins, tacks, and/or any other adhesive material is not permitted for use on the walls or floors.
- H. **Cleaning:** The following guidelines must be adhered to (Note: cleaning tools & supplies are provided):
  1. Garbage cans in the community rooms need to be emptied and replaced with clean bags. Full bags should be placed by the kitchen door for removal by Village of Elm Grove staff.
  2. Wipe down tables, chairs, counters with soap and water or cleaning spray.
  3. Take down all tables and chairs and put back where you found them.
  4. Floors must be swept or vacuumed.
  5. All decorations need to be removed.
- H. **Additional Considerations:**
  1. Use of alcoholic beverages of any kind or smoking will not be permitted.
  2. Activities sponsored or attended by minors shall have one adult chaperone for each 15 minors present. These adult chaperones shall remain in attendance during the entire event and shall be held responsible for activities of the event.
  3. No storage space is available for groups to leave materials before or after an event or for an event booked at a future date.
  4. Proper behavior must be observed at all times both inside and outside the building. Any failure to keep order or acts of vandalism may result in expulsion or arrest. The person making the reservation shall be held responsible for the conduct of the activity.
  5. Pets are not allowed in the building unless special exception has been made by the Village Manager.
  6. The Village of Elm Grove is not responsible for equipment or material owned by persons using the buildings.

*I have read and understand the above stated Room Reservation Policy*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Office use: Reservation taken by: \_\_\_\_\_ Date: \_\_\_\_\_