



DEPOSIT: \$50
CHECK NO. _____
CASH _____
APPROVED BY _____

**Application for Use of Village Board Room or Meeting Room No. 1
Jackson Municipal Complex, Jackson, Wisconsin**

Date(s) Requested: _____

Time Requested: _____

Name of Group: _____

Type of Group: Non-Profit School Governmental

No. of People Expected: _____

Contact Person: _____

Email: _____

Phone Number: _____

Address: _____

City/State/Zip: _____

The undersign individually and on behalf of the sponsoring organization has read and agrees to comply with the Policies and Procedures governing the use of the Village Board Room and Meeting Room No. 1. The undersigned, individually and on behalf of the sponsoring organization, assumes full responsibility for and will make good any damage done to the building or equipment and will hold harmless the Village of Jackson and its officers, agents and employees from any and all claims arising out of the use of the building.

Signature of Applicant

Date

VILLAGE OF JACKSON

Municipal Complex Facility Use Policy

Scope

The Village of Jackson provides meeting rooms for community use as a free public service. Public use of a meeting room is not the primary purpose of the Village and should not be allowed to disrupt the Village's ability to conduct business.

General Guidelines

The Village Board Room and Village Hall Meeting Room No. 1 are available to Village of Jackson organized non-profit groups, schools and government agencies. The rooms are available for use from 8:00 a.m. until 4:00 p.m., Monday through Friday excluding holidays. The rooms are reserved on a first come, first served basis. Reservations are not guaranteed and may be canceled at any time.

A meeting room may be reserved for use by an adult resident of the Village of Jackson. The resident of the Village must fill out and sign the Meeting Room Reservation Request Form. The Village Administrator is authorized to grant exceptions to this.

A security deposit of \$50.00 is required. The deposit will be returned to the applicant when it is deemed no damage to Village property was caused.

If problems occurring during the event, call (262) 677-9001 during normal business hours. Call 911 in any situation that requires emergency assistance from the police department, fire department or ambulance.

Regulations

1. Groups using a meeting room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Village unless permission to do so has been given in advance by the Village Board. Any public notice or advertisement of any meeting held in the Village Board Room or Meeting Room No. 1 must clearly state that the meeting is held at the Village facility, not sponsored by the Village of Jackson.
2. No group may use the Municipal Complex address as its own organizational address. The Village will not accept calls or relay messages to persons utilizing a meeting room.
3. All groups must abide by all local and state fire and safety laws. Fire exit doors shall not be blocked in any way. Attendance may not exceed the posted room capacity.
4. **Smoking/vaping/e-cigarettes and alcoholic beverages are not permitted in the building or on the grounds.**
5. Groups must confine their activities to the area reserved. Food and beverages are prohibited in the Village Board Room.
6. No reservations will include access to audio or video technologies. Groups may bring their own equipment and connect to the guest Wi-Fi network.
7. All groups are responsible for set-up and take down of the room. The room must be left in the same condition as it was found. Tables and chairs are to be returned to their original location. All litter must be placed in appropriate receptacles.
8. Pets are not allowed except for service dogs as defined by Americans with Disabilities Act.
9. The Village of Jackson reserves the right to cancel a reservation if at anytime the Village or Municipal Court intends to use the room for any public purpose. In the event a reservation is canceled by the Village, the security deposit will be refunded.
10. If the event is canceled by the group, the user shall contact Village staff as soon as reasonably possible. Failure to do so may result in suspension of meeting room privileges.
11. The group shall not cause or permit anything to occur whereby Village property will, in any manner, be injured, marred, defaced or damaged. Nothing may be taped, hung, tacked, etc., to any walls, windows, doors, furniture, tables or any other Village surface or object.
12. Charges for damages and/or cleaning by maintenance personnel will be billed to the applicant. Violation of any segment of this policy and/or Village Codes shall be just cause for the denial of future reservations.
13. The Village of Jackson will not be responsible for any materials, equipment or personal belongings left in the building. All goods, wares, merchandise and/or property of the group must be removed from the Village the day of use.
14. If the activity requested implies any form of hazard, risk or liability, the applicant shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Jackson. Such insurance must name the Village of Jackson as "additional insured" and shall specify that the Village of Jackson shall receive 10 days prior notice in writing in the event of cancellation of the policy.
15. The Village of Jackson reserves the right to refuse future use of a meeting room by a group for infringement of any rules or policies governing the use of the room.
16. It shall be the responsibility of the group to maintain peace and good order among all persons attending any activity or event at Village Hall in compliance with all applicable State and local laws and ordinances. The group shall be strictly liable to the Village for any damage which occurs within the Village Hall or to the Village Hall premises because of a breach of peace and order.
17. The Village retains the right at all times to control the management of its facilities and to enforce all necessary rules and regulations, whether or not contained in this policy.