



Community Centre Use Agreement
1345 South 47th Street

Village of West Milwaukee

West Milwaukee Community Centre Usage Procedures (Capacity 85)

A Four Step Process

1. Check calendar for availability, complete application, review current deposit/usage rates/refunds policy.
2. Review allowed uses
3. Review usage rules
4. Sign use agreement

Step One: Check calendar for availability, complete application, and review current deposit/usage rates.

Check calendar for availability. Your date is reserved upon completion of the application and you are required to post a \$200.00 deposit to reserve the meeting room(s) and must be paid at the time the application is submitted.

All reservations for the use of the Community Centre' Rooms shall be made through the Village Clerk's office using the appropriate application form. Requests should be made a minimum of ten (10) business days prior to the event. Village functions shall take priority. Reservations are accepted on a first-come, first-served basis. A copy of your approved application will be provided by the Village as proof of your reservation.

Deposit & Room Fees: Non-governmental entities must make a deposit in the form of a check, cashier's check, money order, or cash. The Village of West Milwaukee maintains the right to retain any or all of the deposit to cover the cost of cleanup and/or repairs. The security deposit may be picked up at Village Hall within 10 days of usage or deposit check will be shredded, provided there is no damage to the facility. Additional deductions from the security deposit will be made in the event of stolen or damaged items at the Community Centre and cleaning penalties will result if the Community Centre Cleaning Checklist is not fulfilled. The remaining deposit, if any, will be returned to the applicant within 30 days of the reservation date, upon the Village's inspection of the room(s) and receipt of all keys issued.

Room fees include building custodial/maintenance services, utility costs. etc. and help defray costs incurred by the Village for the meeting rooms. The room fees are not rental fees and must be paid at the time the application is submitted. The room fee payment shall be in the form of a check, cashier's check, money order, or cash. Personal checks will be accepted only from the Responsible Party.

Usage Period	Resident	Non-Resident
Less than 6 Hours (Includes set up/take down)	\$ 50.00	\$ 150.00

Step Two: Review Allowed Uses

Village of West Milwaukee government entities do not need to submit an application and Federal, State and Local government (Health Department/School District) entities should complete an application, but the deposit/fee will be waived.

All other entities should complete an application including area civic groups (Lion's Club, Chamber of Commerce) whose efforts are directed to the civic welfare of the community, non-profit groups that are designated by the State of Wisconsin as having a tax-exempt status, other area organizations that partner with the Village to promote the community and Village of West Milwaukee residents (showers,

graduations etc).

If an applicant does not qualify on the above criteria, the applicant may complete an application to be submitted to the Village Clerk office detailing their reason(s) for usage. The request will then be submitted to the Village Board for consideration; meetings are held the first and third Monday of each month so allow appropriate time for review.

Meeting rooms shall **not** be used for the purpose of individual or joint solicitations for funds, commercial sale presentations, meetings that are politically partisan, religious assemblies or seeking of gifts or requests, etc. for the purpose of profit or non-profit.

The Village Board of the Village of West Milwaukee retains the right to refuse meeting room usage to any organization as deemed appropriate, necessary and/or in the best interest of the Village.

Usage fee and deposit will be refunded if event is cancelled prior to the event during regular Village business hours. (Monday through Friday – 8:00 a.m. to 4:30 p.m). Usage fee refunds will be issued by check and may take up to 30 days to process. The security deposit must be picked up at Village Hall within 10 days or will be shredded, provided there is no damage to the Community Centre facility. (See step 1)

Step Three: Review Usage Rules

The room(s) must be returned to their original condition after each use. If the room is not in order when you arrive, please immediately report this or any other conditions to the Clerk's Office (during business hours) or the Police Department (after hours).

The entire facility must be left in clean condition; failure to comply will result in a charge levied against violator. The Village reserves the right to demand reimbursement from any user for cleaning or damage to the building or equipment.

- Set-up time:
You may arrive one hour before usage time starts and set-up all tables and chairs.
- Decoration:
 1. No tacking, taping, nailing, pinning or stapling in any manner to attach any object, sign, decoration, ornamentation, wire or any other tangible item to the premises is allowed.
 2. No candles (lit or unlit), torch or other ignited or flame-bearing objects are allowed.
 3. No helium-filled balloons are allowed unless tied or weighted down.
 4. No rice, confetti, glitter or bird seed will be allowed indoors or outdoors.
 5. Any exhibits displayed in the corridor/lobby must have permission of the Village Clerk's Office.
 6. Flags other than that of the United States or the State of Wisconsin, shall not be displayed without permission of the Village Board.
- No Smoking: Persons wishing to smoke must go off the municipal grounds or in their vehicle. Ashtray containers must be used to prevent smoking materials from being deposited onto Village property.
- HVAC: Heating and air conditioning settings are pre-set and shall not be adjusted.
- Restrooms and Emergency Exits: Handicap accessible restrooms are available on the main level of the Community Centre'. The main facility entrance is handicap accessible. Emergency exits are clearly marked throughout the facility.
- Keys: Deposits are considered forfeited if key(s) are not returned and the cost of re-keying the

doors will be assessed against the responsible party.

- Animals: No animals except service animals shall be allowed in the building or on the grounds.
- Clean-Up: The applicant is responsible for clean-up of the community Centre after your event. The room (s) are in order when:
 1. Counters and tables are clean. Bring appropriate cleaning supplies.
 2. Tables and chairs are returned to their original configuration
 3. All food and supplies, which have been brought in, are removed.
 4. Trash has been bagged and removed to the dumpsters.
 5. Kitchen, if used, shall be returned to its original condition.
 6. Specific cleaners such as Windex etc., should be brought with you (due to individual allergies, these items are not supplied).
 7. Serving Utensils must be brought with you.
- Alcoholic Beverages and Tobacco: The Community Centre' is an alcohol-free and tobacco-free facility. No alcoholic beverages shall be allowed in the building.

Persons wishing to smoke must go off the municipal grounds or in their vehicle. Ashtray containers must be used to prevent smoking materials from being deposited onto Village Property.

- Food & Beverages: Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the Community Centre'. Food that is prepared and cooked may be brought into the facility in warmer pots and served.
- Behavior: Anyone using the facility or being on the premise of the Community Centre' and grounds shall be expected to exhibit proper behavior at all times inside and out. Failure to comply with requirement may result in forfeiture of deposit and future use of the facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed at all times. Radio, tape recorders, musical instruments and equipment, must be kept at a reasonable volume.
- Room Accessibility: The meeting room(s) will be locked when not scheduled for use. Applicants are responsible for turning off lights and locking room doors and entrance doors. If the room(s) is reserved when Village Hall is not open, the keys must be picked up at the Police Department.

Community Centre' must be vacated by 9:00 p.m., except for Village of West Milwaukee sponsored functions. Meeting rooms are not available on election days or holidays.

- Equipment: All equipment and supplies must be supplied by your group; the Village does not allow usage of Village equipment of any kind.

The Village of West Milwaukee reserves the right to waive any or all deposits and/or room fees, as determined by the West Milwaukee Village Board on a case-by-case basis.

Step Four: Sign Use Agreement

Please review, complete and sign the use agreement. The signed use agreement is due in conjunction with the total payment (deposit and usage fee).