

POLICY FOR THE USE OF CITY HALL MEETING ROOMS

Shawano City Hall is a not-for-profit, tax-supported institution with rooms designed primarily for use in City Hall related activities (such as: City Council, Commission/Committees/Board meetings and elections). When the rooms are not needed for City meetings, they will be available for use by other individuals or organized groups, subject to the policies and guidelines established by the City Common Council.

APPLICANT(S)

Applicants reserving the meeting room shall provide the name, address and telephone number of the person who is responsible for the meeting room. The person reserving the meeting room shall notify the City Clerk's office as to the hours that the room will be used. The person reserving the meeting room shall complete a Meeting Room Reservation Form and agrees to abide by all policies of City Hall regarding use of facilities, and accepts responsibility for any damage caused to the building or its equipment, resulting from the meeting.

APPLICANT(S) RESPONSIBILITY

The person signing the reservation form will also be held responsible for leaving the room neat, clean and IN orderly condition. If it is not returned in such condition, the deposit fee will not be returned and the individual or group using the room may be billed for any charges resulting which exceed the deposit amount.

Users agree to abide by all ordinances and regulations of the City and will comply with all State and Federal laws and regulations. Users accept full responsibility for all damages caused to the building and/or meeting room.

Applicant held responsible for temperature control and return to original setting.

Applicant responsible for bringing in all needed equipment and supplies for event.

DEPOSIT

There shall be a deposit made prior to the use of the room in the amount of \$25.00, which deposit may/will be refunded if the meeting room that the individual or group uses is returned in a clean condition. No admission may be charged by the individual or group for persons who attend or participate in the meeting.

EQUIPMENT

City Hall equipment or furnishings may not be removed from City Hall without advanced written approval. We understand that occasionally local civic organizations may wish to use tables, chairs, podiums, easels, video or other City Hall equipment for a worthwhile community event. However, these items are entrusted to the care of City Hall personnel and may not be used elsewhere without advanced written approval.

KEY

If meetings are being reserved for outside of normal City Hall business hours, 7:30 a.m. to 4:30 p.m., arrangements to obtain keys shall be made with the City Clerk-Treasurer's Office. A key deposit of \$10.00 shall be charged to ensure the return of the keys. If no key returned, the individual or group using the room may be billed for any charges resulting which exceed the deposit amount.

PARKING

Parking is severely limited at City Hall. The parking lot located south of City Hall is **LIMITED TO 3 HOURS ONLY!** From 9 a.m. to 5 p.m. Please be advised that **parking citations will be issued** for all such violations during these hours. If you anticipate your meeting will run longer than three hours between 9 a.m. to 5 p.m. a limited number of parking permits are available from the Police Department.

Free unlimited parking is available in the Municipal Parking Lot located east of the Shawano City-County Public Library at 128 S. Sawyer Street, Shawano, WI.

REFRESHMENTS

Light refreshments may be served in connection with a meeting, but in no event shall alcoholic beverages of any nature be served or permitted in City Hall. The room must be left clean. The user is responsible for all table and chair arrangements. Smoking and use of tobacco products in City Hall is strictly prohibited. An outside ashtray is available; do not litter area outside City Hall.

RENTAL FEE

A fee of \$25.00 will be charged for the use of City Hall rooms. Non-profit civic and charitable groups may use the rooms one time per month without charge. Donations are always welcomed.

RESERVATIONS

The meeting room may not be reserved more than sixty (60) days in advance and reservations shall not be longer than 2 consecutive days or 12 days in a calendar year. Meetings are scheduled on a first come-first served basis. Reservations for the use of a meeting room within City Hall can be made by contacting the City Clerk's Office at 127 S. Sawyer Street, Shawano, WI 54166 or by phone at 715-526-6138.

Room reservations must be made or scheduled during regular Shawano City Hall hours (Monday-Friday: 7:30 AM – 4:30 PM) only. **It is understood that the City's need for the meeting room(s) will have first priority in room use.** A contact person and phone number must be given in case of cancellations due to inclement weather or other circumstances that would cause a cancellation.

RESPONSIBILITY

The City shall not assume any liability for individuals or groups attending the meeting in City Hall. Further, the City cannot and will not be held responsible for loss or damage to exhibits or any type of vandalism to them in the meeting rooms or be held responsible for any lost personal property of those attending meetings.

ROOM CAPACITY

Maximum seating capacity in meeting rooms is as follows:

Community Room	249	River Room	91
Lake Room	146	Channel Room	18

(Maximum capacity at City Hall-370)

ROOM USE

The fact that an individual or group is permitted to meet at a City building does not in any way constitute an endorsement by the City of the individual's or group's policies or beliefs.

Rooms may be used for meetings which are open to the public; public lectures; panel discussions; film and slide presentations; group discussions; workshops; programs; and organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.

Rooms may NOT be used for any purpose which may interfere with the regular operation and use of City Hall meeting room(s); programs involving the sale, advertising, solicitation or promotion of commercial products or services; or personal, company or family parties.

All meetings and programs must be open to any member of the public. No person's right to attend the meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Rooms may NOT be used for activities not protected by the first amendment.

Please retain a copy of this form for your records.

Return original to: Shawano City Hall
127 S. Sawyer Street
Shawano, WI 54166



CITY HALL MEETING ROOM(S) RESERVATION FORM

PLEASE PRINT.

Room at City Hall Requested: _____

Date of Meeting: _____ Meeting begins at _____ ends at _____

Expected Activity: _____ Expected Attendance: _____

Full name of group you represent: _____

Responsible Party: _____

Mailing Address: _____

Telephone No. w/area code: _____ E-mail address: _____

The City will not set up your meeting room. Please arrive 15-20 minutes early to set up chairs and tables as needed. You will be expected to clean up and remove all garbage and recyclables.

I have received and read the "Policy for the Use of City Hall Meeting Rooms" and understand the regulations included. I understand that any failure to abide by this Policy, by myself, or my group, may result in a loss of future use of the meeting rooms. I accept responsibility for all damage caused to the building, furnishings or equipment beyond normal wear and/or usage as determined by staff.

Responsible Party Signature Date

City Signature Date

<i>For Office Use Only:</i>	
Date rec'd: _____	Date deposit returned: _____
Rec'd by: _____ (initials)	Check # _____
Receipt No. _____	