

Municipal Center Community Room Reservation



Village of Union Grove · 925 15th Ave. Union Grove, WI 53182 · Phone: (262) 878-1818
Fax: (262) 878-3782 · E-mail: info@vi.uniongrove.wi.gov · Website: uniongrovewi.gov

Submit this application to request use of the community room or other meeting space at the Union Grove Municipal Center. Submit this application by mail, in the Municipal Center drop-box or in-person at the Municipal Center during normal business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Please see the Room Usage Policies for more information about building rules and regulations.

Section A. Application Type:

Government Organization:

Community Room Reservation – No Fee

Key Reservation - \$25.00

Non-Profit Organization:

Community Room Reservation – No Fee – if used during business hours

Security Deposit (Includes Key Reservation, if needed) - \$50.00

Union Grove/Yorkville Resident:

Community Room Reservation – \$150.00

Security Deposit (Includes Key Reservation, if needed) - \$100.00

Section B. Applicant Information:

1. Contact Person Full Name: _____
2. Contact Person Phone Number: _____
3. Contact Person E-Mail Address: _____
4. Organization Name: _____
5. Organization Type: _____
6. Organization Address: _____
7. Organization Telephone Number (if different): _____

Section C. General Event Information:

1. Type of Event: _____
2. Date(s) of Reservation: _____
3. Requested Time(s): _____
4. Estimated attendance number: _____

5. Proposed portable equipment or structures: _____

Section D. Certification and Signature

The applicant attests that all information provided in this application is accurate. The applicant has reviewed and understands the Room Reservation and Usage Policies. The applicant understands they shall immediately notify the Village of any damage to Village property. The applicant understands they shall be responsible for all damages to Village property caused as a result of their Event. This shall include damages as a result of setup or tear down of an Event. Applicant shall be responsible for all fees and costs required to collect outstanding damages, including any attorney's fees. The applicant understands that a \$25.00 fee will be assessed or deducted from the security deposit for any issued park keys that are lost or not returned with five (5) days.

The event applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the Village of Union Grove, a Wisconsin Municipal Corporation located in Racine County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the Village of Union Grove, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature: _____ Date: _____

This Section is for Office Use Only:

Date Filed: _____ Permit Fee: \$ _____ Deposit: \$ _____ Received By: _____

Approved By: _____ Conditions: _____

Key Issued: _____ Key Returned: _____

Deposit returned: _____



Community Room Usage Policy

Date Revised: 2/14/22

I. Summary

The Village of Union Grove Community Room is primarily available for meetings and functions associated with the Village of Union Grove, the Village of Yorkville, other state and local government entities, the Greater Union Grove Chamber of Commerce, and non-profit groups dedicated to the promotion of civic, cultural, educational, recreational and informational needs of the community. The Community Room is located in the lower level of the Union Grove Municipal Center.

Union Grove and Yorkville residents may reserve the Community Room for parties with a rental fee and an additional security deposit. The Community Room may not be used for commercial purposes and no admission fee may be charged by the party renting the room, unless an arrangement is specifically approved by the Administration Committee or Recreation & Parks Committee.

To apply to use this meeting space, please complete the Application Form and return it to:

Village of Union Grove
Attention: Village Clerk
925 15th Ave.
Union Grove, WI 53182
Phone: 262-878-1818
Fax: 262-878-3782

Rental fees and security deposit amounts are provided in the Village's Fee Schedule.

II. Scheduling

Availability of the Community Room is on a first come, first served basis but the Village reserves the right to cancel a reservation if the Village needs the room for its activities or the activities of the Village of Yorkville.

III. Community Room Rules

Groups using the Community Room are subject to the following rules, regulations, and policies. Failure to comply may result in the use or future use of the facility being denied.

1. The Village has determined that certain activities are inappropriate for the Community Room. They are as follows:
 - Political fundraising activities.
 - Religious services or other religious purposes.
 - Individual political candidates or partisan political activities.
 - Meetings that could potentially interfere with the functions of the Village and/or its users because of noise or other factors.

- Classes or demonstrations involving the use of hazardous materials and/or weapons.
2. Use of the Community Room does not constitute Village sponsorship or endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.
 3. The name, address, and/or telephone number of the Village of Union Grove may not be used by a group as its address or headquarters, nor can the Village's phone number be advertised for registration purposes. Calls from participants or attendees regarding meetings (or during approved meetings in the Community Room) cannot be directed to the Village. The Village reserves the right to cancel any groups that employ this practice.
 4. The Village Hall including the Community Room is a non-smoking facility. Smoking is not permitted in the building or within 15 ft of the perimeter of the building.
 5. Alcoholic beverages and drugs are not permitted. Furthermore, no persons under the influence of alcohol or drugs shall be allowed on the premises.
 6. The capacity of the Community Room is 100 persons. In the interests of fire protection and safety, attendance at meetings must be limited to this number which includes children and infants.
 7. Adult sponsors/chaperones must attend meetings where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. Adult sponsors/chaperones shall be responsible for compliance with this Policy, the behavior of the group and its activities.
 8. Children must be supervised at all times and no user may use the Community Room solely for babysitting purposes.
 9. Groups using the Community Room must provide for their own room setup, clean up and/or custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance. Supplies and equipment must be stored off premises.
 10. Groups wishing to post directional signage for meeting attendees may display the necessary signage on easels. Groups that wish to post directional signage must provide the signage and easels.
 11. No physical changes are allowed in the Community Room except for the rearrangement of furniture. Nails, tacks, tape, etc. and the hanging, tacking, and/or posting of flyers, signs, and/or posters on the walls, doors, or windows are prohibited.
 12. Chairs and folding tables are available for use. Arrangements must be made at the time of application. Audiovisual (i.e. sound systems, projectors, etc.) equipment must be supplied by the group utilizing the space.

13. Except for rentals for private parties, all community activities taking place in the Community Room must be open to the public and all citizens regardless of age, sex, race, religion, national origin or handicap.
14. No admission charge, collections or money raising activities can be conducted in the Community Room by any non-governmental groups, unless specifically approved by the Village Board, Recreation & Parks Committee or Administration Committee.
15. Food preparation is prohibited.
16. The Community Room must be left clean and in good condition. All waste must be disposed of properly. Failure to leave the facility in proper order will result in denial of future requests to use the room and further, the Village shall have the right to retain any portion or all of the security deposit.
17. Animals are not allowed except for animals assisting the disabled.
18. Groups using the Community Room are only to use the Community Room, restrooms, and kitchen.
19. Each organization/group using the Community Room is responsible for reimbursing the Village for any and all damage done or presumed to have been done to Village-owned furniture, equipment, and/or the facility. The Village reserves the right to limit or prohibit future use of the Community Room by groups that have caused damage to the rooms, carpet, equipment, furniture, or that have caused a disturbance in the Village Hall and/or failed to comply with the rules established by the Village. In addition, the Village of Union Grove is not responsible for loss of or damage to personal property or the personal injury to persons attending an event in the Community Room.
20. The Village Clerk or their designee is the person empowered to make decisions regarding the availability, use, and approval of Community Room Applications and to waive any requirements of this policy, at their sole discretion, on a case by case basis.
21. The Village of Union Grove shall have the right to issue additional rules and regulations which it may deem necessary in the future.

IV. Reservations

The Community Room is available for use Monday - Friday, 8:00 a.m. - 4:00 p.m. when the Village Hall is open. Evening, weekend and holiday usage is subject to approval of the Village Clerk. If a key is required, a deposit of \$25 is required to insure the return of the key to the Village. the key must be picked up from the Village Hall during normal business hours.

1. Reservations are required for Community Room use.
2. Groups wishing to reserve meeting space must complete the required application.
3. Applications for reservations are accepted up to six (6) months in advance of the meeting date.
4. Reservation times must include the group's setup and cleanup time.

5. Applications must be submitted to the Village of Union Grove Village Clerk or their designee.
6. Application does not guarantee approval of requests.
7. Once an application has been submitted, the Village will then approve or deny the application. Groups will be notified of approval or denial by phone, letter or e-mail. If approved, the reservation is considered temporary until a security deposit is made and any fees are paid.
8. Reservations must be applied for by a member of the interested organization who is 18 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.
9. Groups must vacate the room by the time specified on the application.
10. Groups may not assign their reservation to another group.
11. Groups who would like to cancel their reservation must notify the Village Clerk as soon as possible. Cancellation notices shall be in writing and may not be rescinded later. Telephone cancellations will be accepted in cases of last minute emergencies. If a meeting room is not used and a cancellation notice is not given to the Village, future use of the Community Room may be suspended. The Village will return \$25 of the deposit and any key deposit.
12. The Village reserves the right to preempt or cancel meetings for any reason. If this occurs, reasonable effort will be made to promptly contact the group (via phone or e-mail) and reschedule the reservation. If this is not possible, the group will be notified, and the deposit will be refunded.

V. Fees

The security deposit, (checks should be made payable to the Village of Union Grove), is due no later than ten (10) days after an application has been accepted by the Village. Groups that use the room on a consistent basis can have the Village keep their deposit over the period of time that the room is used. The Village will return the full security deposit upon inspection of the premises, and within twenty (20) days, less cleaning costs (if applicable) and return of any keys.

The Village reserves the right to waive the security deposit for other local government entities.