



## **Village of Black Earth**

1210 Mills St. • P.O. Box 347

BLACK EARTH, WI 53515

P: 608-767-2563 F: 608-767-2064

### **Public Use Guidelines & Application for the Municipal Building Meeting Room**

#### **TERMS OF RENTAL**

The meeting room is reserved with the understanding that all Village of Black Earth business takes precedence over public availability. For example if a meeting is called, or the room is needed by Municipal Staff for official business, the reserved contact would be notified and required to relinquish the room. Reservations are on a first come, first serve basis in that the person who has the rental on file first will have the confirmed reservation. Reservations are to be made a minimum of two (2) days and a maximum of eleven (11) months prior to the event.

The meeting room/kitchen at the Black Earth Municipal Building is available for public use from 8:30 a.m. to 6:30 p.m. on Monday through Friday and on Saturday from 10:30 am to 1:30 pm, except on a holiday or when a holiday is observed.

**Cleaning:** All cleaning is to be done immediately after the conclusion of an event. Affixing anything to the walls or ceiling with staples, nails or other fasteners is NOT permitted. A fee will be charged for each nail or tack hole. Any decorations or items you bring into the facility must be properly disposed of. We do not allow the use of glitter, confetti or candles and discourage the use of tape on the walls, tables, etc. as it leaves behind a residue. No items shall remain in the refrigerator after your reserved time.

To help maintain a professional atmosphere for all Village business there is to be no alteration to the look of the room (pictures, etc.) and the door to the meeting room shall be kept closed.

Under no circumstance shall any items be removed from the meeting room or the Municipal Building in general. As this is also a break room for Village employees we ask that you respect their need to use the area.

Access to the meeting room is through the front door, located on Mills Street. Under no circumstance should entry/exit be made from the door located in the meeting room as this is an emergency exit only. If a handicap accessibility entrance is needed, an individual may use the entrance off of Mills Street or arrange for someone to open the door on the northwest end of the Municipal Building, taking extreme caution in making sure the door closes and locks.

**CHARGES FOR USE OF FACILITY:** There will be no charge for use of the facility. However, any damage that occurs during the use of the facility shall be the responsibility of the agency. At the discretion of the Village Board, a rental fee may be charged for day-long use of the facility and where there are a large number of attendees expected.

The Village of Black Earth Board appreciates your cooperation in the use of the meeting room at the Black Earth Municipal Building. Any concerns or questions shall be directed to the Black Earth Municipal office.

Approved 2-27-06

Updated: 8-26-2015

**VILLAGE OF BLACK EARTH MEETING  
ROOM/KITCHEN RESERVATION REQUEST**

Name of Requestor(s): \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_



**Additional Notes**