

VILLAGE OF MONTICELLO

VILLAGE BOARD ROOM USAGE POLICY

The board room at the Monticello Village Hall is designed primarily to meet the operational needs of the Village of Monticello and provide accommodations for educational, informational, cultural and civic functions of the Monticello community. Information regarding the room and scheduling is the responsibility of the Village Clerk's Office. Please call (608) 938-4383.

Priorities

In the event of a conflict, this list of priorities will prevail.

1. Monticello Village Board and staff meetings.
 2. Village-initiated meetings including Planning and Zoning Commission, and all other advisory boards, committees and commissions.
 3. Other agencies of government.
 4. Meetings of not-for-profit community groups and organizations whose aims are for educational, cultural or civic purposes.
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No Endorsement

Use of the Board Room does not constitute village endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Equal Opportunity

All activities taking place in the Board Room must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicaps. It is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

Restrictions

1. The Board room is not available for private parties, commercial purposes, or rehearsals.

2. Fund-raising activities with board approval (must request 30 days in advance of fund-raising activity).
 3. Organizations meeting at the Monticello Village Hall shall not use the village for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the village telephones.
 4. All groups of persons under 18 years of age must be attended by adult chaperones who will assume responsibility for the group's activities.
 5. Smoking is not allowed anywhere in the Village Hall.
 6. Alcoholic beverages are not allowed to be consumed anywhere on the premises.
 7. Each not-for-profit organization will be limited to no more than two (2) meeting room uses per month.
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Reservations and Scheduling

1. Reservations must be made by a person residing within the corporate limits of Monticello who is 18 years of age or older. The person making the reservation shall be the contact person and the only person authorized to make changes in the reservation.
 2. Reservations can be made by calling the Village Clerk's office at (608) 938-4383. Please do not assume you can use a room any time without checking with our office.
 3. The village may preempt any meeting when necessary. If this happens, all reasonable efforts will be made to reschedule the reservation to another day or time.
 4. Board room may be used during the following hours:
 - 8 a.m. - 11 p.m. Monday through Friday
 - 7 a.m. - 5 p.m. Saturday
 - No meetings will be scheduled on Sunday or village-observed holidays
 5. No group may assign its reservation to another group.
 6. Contact person for the reservation may pick up the key on the business day prior to the event (Mon-Fri 7:30 a.m. – 4 p.m.) by signing and agreeing to the key policy.
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Rental Rates

1. Not-for-profit community groups and organizations whose aims are for educational, cultural or civic purposes, of which fifty percent (50%) of the members must be residents of the Village of Monticello. **No charge**
2. Other Users: **\$25 per meeting**

Use and Care of Facilities

1. Attendance in the board room must be limited to the capacity of the room (30).
2. Nails, tacks, tape, etc., are not to be used on the walls or grease boards.
3. Board room must be left clean and in good condition. All papers, cups and other waste must be disposed of properly. Failure to leave the facility in proper order could result in denial of future requests to use the facilities. Each organization will reimburse the village for any and all property damage done or presumed to have been done to the village facilities used as a result of an approved request.
4. All groups are responsible for the contents and security of the building. Opening and closing the building securely will help reduce their liability for damages from vandalism.

Liability

The applicant agrees to indemnify, hold harmless and defend the Village of Monticello from and against any and all personal injuries and/or loss of personal property sustained by applicant's attendees arising out of the facility use applied for under the Monticello Village Board Room Policy and Procedures.

Approved this 20th day of August, 2014.