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## City Hall Meeting Rooms Policy

### Rules & Regulations

**Meeting Room Purpose and Use.** The City's meeting rooms consist of three rooms and one kitchenette in the public areas of the City Hall. The primary use for City meeting rooms is for official City meetings, events, and programs. Priority will be given to these City meetings and events. The City reserves the right to cancel an existing reservation if the room is needed by the City to be determined at its sole discretion. Whenever possible, 24 hour notice will be given. When City meeting rooms are not reserved for City purposes, these spaces may be reserved by local Muskego non-profit and other community organizations for meetings open or closed to the public. *(See application for meeting room capacities and amenities)*

City Council Chambers in City Hall are reserved only for official City business, including City Council meetings and working sessions, official City boards and commission meetings, internal City staff, official public events, and Municipal Court.

**DISCLAIMER:** *Use of the City Hall meeting rooms does not imply the endorsement or approval of the group using the meeting room, the meeting, or the ideas presented at the meeting. No publicity or promotion of the meeting should state or imply City department or Muskego endorsement or sponsorship of the event or the organization. Groups may not use any department within the City of Muskego's name or address as their address or headquarters location.*

**Reserving Meeting Rooms.** An application is required for all room reservations; there is no charge to reserve a room. Reservations are to be made through the Clerk-Treasurer's office by submitting the application found at [www.cityofmuskego.org](http://www.cityofmuskego.org) / Services / Meeting Room Reservations or Email [RoomReservations@cityofmuskego.org](mailto:RoomReservations@cityofmuskego.org). All reservations are on a first come/first serve basis after City priority use. Application for reservation will be reviewed by City staff with confirmation of reservation to follow based on availability and policy being met.

Reservations can be made starting September 1st for the following calendar year. Organizations are limited to two evening reservations per month. Organizations meeting monthly can reserve rooms annually; however, the City reserves the right to limit reservations by quarter.

**Eligibility.** When the rooms are not needed for City activities, they are available for use for Muskego Non-profit civic and community organizations whose efforts are directed to the civic welfare of the community, works of charity, and general City interest and benefit.

The meeting rooms are not available for commercial purposes, alms giving, fund raising or sale of items/services, political, or labor groups. Exception: City employee groups, programs or sales conducted by non-profit groups of which the proceeds or a percentage thereof will go to the direct benefit to the City-owned entities and sale of material directly related to the City-sponsored program which has had the prior approval of the department.

Meeting rooms may not be used for any purpose which, in the opinion of the City staff, may interfere with the normal use of the City Hall.

**Responsible Party.** In completing the Application Form, each organization or group must indicate a designated responsible member. Their responsibility shall include control of the group using the rooms and keeping the room clean. If the rules and regulations for using the facilities are not complied with, this member will be contacted.

**Room Hours and Access.** The City's meeting rooms are available during and after City hours; however, they are not available on weekends and holidays. Organizations using rooms after City Hall hours will be provided a key fob which is to be picked up during City Hall Hours at the Finance & Administration Window and returned at the City Hall Drop Box by the front entrance.

Each group will be admitted to and must vacate the meeting room at the scheduled time. Set up and clean up time must be included in the scheduled time block.

If an organization does not show up within twenty minutes after their scheduled starting time without advanced notice the room may be released.

**Technical Equipment.** The City has free wireless internet access – network name and password is available in each meeting room. City staff is unable to provide technical support to meeting room users. There are no microphones available. Televisions will be available early 2019.

**Tornado Shelter.** Please note that in case of a tornado, take shelter in the following places:

- 1) Meeting Room 1a and/or 1b, tornado shelter is the bathrooms
- 2) Meeting Room 2, tornado shelter is the room (interior walls and no windows)
- 3) Meeting Room 3\*, tornado shelter is the room (interior walls and no windows)

*\*When available*

## **Regulations for Meeting Room Use**

1. *Maintenance of Room.* Organizations are responsible for arranging tables and chairs for their meeting and returning them to the original set up. No chairs or tables may be removed from or brought in from other rooms or elsewhere without permission of the City staff. The room must be left clean, with all residues cleaned off of tables and other surfaces. Organizations must provide their own cleaning supplies. Organizations or individuals may be charged for anything beyond a reasonable and customary cleaning activity. Also see "Kitchenette Use Rules" below if you have reserved the kitchenette. Food and beverages limited to Rooms 1A & 1B only.
2. *Display.* Displays, posters, and literature connected with the meeting may not be placed anywhere in the City Hall except in the meeting room while the meeting is taking place. With the permission of the City staff, directional signage may be placed elsewhere in the City Hall. Materials may not be affixed to the walls or ceilings of the meeting rooms. City installations or postings may not be removed for any reason.
3. *Lobbies & Hallways.* No part of the lobbies or hallways connecting thereto shall be used without prior permission including posting of displays.
4. *Registration/Admission Fees.* Groups using the meeting rooms are not permitted to charge registration or admission fees at the event and/or require the purchase of an item as a condition of meeting attendance. Membership dues and voluntary incidental donations (such as coffee money) may be collected.

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5. *Groups of Minors.* At least two adults must be present for every 25 minors using the meeting room. Adults shall attend the entire event.
6. *Behavior.* Anyone using the facilities or being on the premises of the City Hall will be expected to exhibit proper behavior at all times. Failure to comply with this requirement can result in forfeiture of future use privileges. Disorderly conduct or acts of vandalism may result in immediate expulsion or arrest. Courtesy should be displayed during City Hall work hours and while other rooms are being used.
7. *Candles.* Lighted candles or other sources of flame and smoke are prohibited.
8. *Tobacco, Nicotine, & Alcohol.* No tobacco, nicotine, or alcohol is allowed anywhere in City buildings. Individuals wishing to smoke must go outside of the building to do so but may not stand outside the main entrance to the building.
9. *Equipment/Materials.* The City is not responsible for equipment or materials owned by an organization. The City does not provide storage space.
10. *Official Flags.* Only the official flags of the United States, the State of Wisconsin and the City of Muskego shall be hung, displayed or otherwise presented for public exposure. This rule shall apply to the interior premises of the City Hall and the immediate premises upon which the City Hall is situated.
11. *Indemnity.* For and in consideration of meeting room and City facilities usage, any organization using same hereby agrees to indemnify and hold harmless the City of Muskego from any and all actions or lawsuits relating to its use of such rooms and facilities. Further, such group agrees to reimburse the City of Muskego for any and all repair costs and for any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for repairs, the matter will be referred to the City Attorney for legal action.

*The City reserves the right to monitor all meetings held on its premises. Any organization or individual found in violation of any of the requirements included in this policy may be prohibited from future meeting room use.*

### **Kitchenette Use Rules (Only groups reserving Rooms 1A &/or 1B may use kitchenette)**

Organizations using the kitchenette are responsible for keeping it clean and neat.

1. Make sure any and/or all of the following gets done:
  - a. Wipe counters and tables with damp cloth or sponge.
  - b. Clean all appliances.
  - c. Clean sink.
  - d. Remove all trash from site.
2. You may not pour grease or put food down the sink drain! (There is no disposal – you must use a container.)
3. No food remains are to be left in refrigerator or elsewhere in kitchenette or meeting room.
4. Acquaint yourself with the location and use of the fire extinguishers and exits.
5. Users are required to provide their own cleaning supplies (dish detergent, dish cloths and towels, cleaning rags, disinfectant wipes, etc.) and food serving items (utensils, dishes, pots and pans, etc.)

