

Title 12 ► Chapter 3

Municipal Building Use

- 12-3-1** Reservation of Municipal Building
- 12-3-2** Use of Municipal Building for Private Sales or Marketing

Sec. 12-3-1 Reservation of Municipal Building.

- (a) **Policy on Reservation.** The Municipal Building is primarily for the nonexclusive use of the residents of the Village of Elk Mound. However, under proper circumstances, exclusive use of the same, or portion thereof, may be permitted. This Section is intended to regulate exclusive use of the Municipal Building to the end that the general welfare of the Village is protected.
- (b) **Application.** Applications shall be filed with the Village Clerk-Treasurer at least one (1) business day prior to the date on which the Municipal Building is to be used. The requestor shall provide the Village Clerk-Treasurer with the following information regarding the proposed exclusive use:
 - (1) The name, address and telephone number of the applicant.
 - (2) If the exclusive use is proposed for the group, firm, organization, partnership or corporation, the name, address and telephone number of the responsible and authorized heads or partners of the same.
 - (3) The name, address and telephone number of the person who will be responsible for the use of the Municipal Building.
 - (4) The date when the use is requested and the hours of the proposed exclusive date.
 - (5) The anticipated number of persons to use the Municipal Building.
 - (6) Any additional information which the Village Clerk-Treasurer finds reasonably necessary to a fair determination as to whether authorization should be granted. If the Village Clerk-Treasurer believes that the request raises unique or unusual policy issues, the request may be referred to the Village Board for its action.
- (c) **Reasons for Denial.** Applicants requesting the use of the Municipal Building may be denied for any of the following reasons:
 - (1) If it is for a use which would involve a violation of federal or state law or any provision of this Code.
 - (2) If the granting of the permit would conflict with another permit already granted or for which an application is already pending.

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- (3) If the applicant does not provide the information required by Subsection (b) above.
 - (4) The application is made less than the required time in advance of the scheduled exclusive use.
 - (5) If it is for a use of the Municipal Building at a date and time when, in addition to the proposed use, anticipated nonexclusive use by others of the Municipal Building is expected and would be seriously adversely affected.
 - (6) If the law enforcement requirements of the exclusive use will require so large a number of persons as to prevent adequate law enforcement to the Municipal Building.
 - (7) The exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
 - (8) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- (d) **Rental Conditions.** The Municipal Building may only be rented if the requesting party agrees to comply with the following conditions, and such conditions contained in the Municipal Building Use Agreement are signed by the responsible party:
- (1) The user will be responsible for cleaning up the Municipal Building to an acceptable level after use.
 - (2) Rental use of the Municipal Building shall be restricted to the areas designated by the Village Clerk-Treasurer, unless otherwise specifically permitted by the Clerk-Treasurer.
 - (3) Storerooms, whether locked or unlocked, shall be considered off-limits to all renters and members of their groups under any circumstances, and entrance thereto is forbidden.
 - (4) The Municipal Building shall not be rented or reserved on a permanent basis to any individual or group, unless otherwise specifically permitted by the Village Board.
 - (5) No decorations will be taped to ceiling tiles, and ceiling tiles will not be disturbed.
- (e) **Fees.** Rental fees and security deposit amounts shall be as established by the Village Board. Rental fees shall be paid in full at time of application. Security deposits shall be forfeited if damage is found.

Sec. 12-3-2 Use of Municipal Building for Private Sales or Marketing.

- (a) The use of any of the facilities in the Municipal Building for any sale or marketing of products or services by private entities is permitted under the following circumstances:
- (1) The selling/marketing individual or entity must be either:
 - a. A non-profit organization; or
 - b. An invited guest of a nonprofit organization (speaker, product or service representative, etc.).
 - (2) Prior approval of the Village Clerk-Treasurer must be obtained. Non-profit organizations seeking such approval must have a current certificate of insurance on

file with the Village Clerk-Treasurer. If requested, proof of nonprofit status must also be provided to the Village Clerk-Treasurer.

- (b) Any room used for such purposes must be returned to its pre-event condition; all sales brochures and materials are to be removed from the building at the conclusion of the event. Failure to do so may result in denial of future requests for use of the facility by the responsible organization.
- (c) Exceptions to this Section may be granted on a case-by-case basis by the Village Board.

