

**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: RENTAL OF MEETING ROOMS

CC-18

General: The meeting rooms in the lower level of City Hall and the Police Station are available for use by City of Cedarburg boards, commissions and committees, Cedarburg civic groups and residents, and by non-resident groups under the guidelines described below.

- Procedures:
1. An application for use of the meeting room must be submitted at least five (5) business days prior to the desired date. The application form must be completely filled out and signed before it will be accepted for processing. The Police Department reserves the right to cancel rental of the Community Room at the Police Station based on a police emergency that would include usage of this room and could develop on short notice.
 2. The date and time for the use of meeting room(s) in City Hall and the Police Station must be during normal working hours or be coordinated with scheduled City meetings.
 3. Usage of room(s) will be prioritized as follows:
 - a) City of Cedarburg board, commission, committee, staff and program meetings;
 - b) Non-profit organizations on a first come, first served basis.
 - c) For-profit organizations on a first come, first served basis.
 4. Organizations listed under 3(a) & 3(b) are exempt from fees for usage of the rooms. For-profit organizations listed under 3(c) shall pay a rental fee of \$30 per hour per room at City Hall, \$50 per hour per room at the Police Station, including set up time. If the event is cancelled and notice of the cancellation is received by the City twenty-four (24) hours before the scheduled event, a full refund of the rental fee shall be sent to the for-profit organization within two (2) weeks.
 5. Organizations under 3 (c) shall be required to make a \$50 deposit, paid with a separate check with their application, which will either be returned after usage of the room(s) or used to reimburse the City of Cedarburg for damage or custodial costs per Item #9.
 6. The required rental fee must be fully paid at least three (3) business days prior to usage of the room.
 7. Every applicant listed under 3(b) & 3(c) shall sign an Indemnification Agreement holding the City harmless from all liability associated with the use of meeting room(s).
 8. The applicant shall be primarily responsible for cleanup of the

room and for any damage to property incurred during the time the facility is used or rented. If custodial cleaning of the room or repair of damage is necessary after usage, the actual labor and material costs will be assessed against the deposit.

9. No food or beverage will be permitted in the meeting rooms unless specifically authorized.

10. Smoking is not allowed inside City Hall or the Police Station.

11. Applicants will be responsible for turning off lights in the meeting room(s) after their meeting. Doors will be locked by the person in charge of the city-related meeting when the meeting adjourns.

12. All applicants using a meeting room in the lower level of City Hall or the Police Station shall be furnished with a copy of this policy. Failure to abide by these regulations will bar the persons or organization from using the facilities for a period of two (2) years.

13. If the applicant does not follow the guidelines of this policy or is disruptive or harmful in any way, the City of Cedarburg reserves the right to deny usage of the meeting room(s) to any organization.

Adopted: 01/13/1992
Revised: 11/10/1992
Revised: 11/21/1994
Revised: 06/26/2000
Revised: 02/12/2001
Revised: 11/11/2002
Revised: 11/24/2003