

City Hall Room Reservations

Meeting rooms at City Hall may be reserved on a first-come, first-served basis to groups primarily serving the needs of the community. Such groups include civic improvement organizations; cultural and artistic groups; school, service, and social welfare groups; and other groups not excluded by this policy. Such groups are exempt from fees for usage of the rooms. All other groups shall pay a rental fee of \$50 per room. Children's groups may use rooms provided that the meeting is supervised by adult sponsors.

The City Hall has no audiovisual equipment available. A phone for local calls is provided in the Community Room. Smoking is prohibited throughout City Hall. Meeting rooms are not available on weekends or holidays, unless special permission is obtained from the Mayor or the City Administrator. Alcoholic beverages may not be served unless special permission is obtained from the City Administrator or the Mayor. Programs may not disrupt the use of City Hall by others. Any group that is disruptive/disorderly will be asked to leave.

Available Rooms

Second Floor Community Room. 200 person capacity. Available 8 AM to 10 PM. The community room has a kitchen/serving area that includes a refrigerator, microwave, and sink. A podium, tables, and chairs are available.

Council Chambers. 50 person capacity. Available 8 AM to 10 PM.

Large Conference Room. 15 person capacity. Available 8 AM to 4:30 PM.

Small Conference Room. 8 person capacity. Available 8 AM to 4:30 PM.

Reservation Procedure

To reserve a room, complete the *City Hall Reservation Form* and fax, mail, or deliver it to the receptionist in the City Administrator's office. This form must be turned in at least seven (7) days in advance of the proposed use.

Upon receipt of the form, the City Administrator's office will approve the request and confirm the booking if the meeting purpose falls within the City Hall Room Policy and proper supervision is assured. A key deposit of \$200 is required. The deposit will be returned upon receipt of the key and inspection of the room.

If there is a request that this policy does not cover, it will be referred to the City Administrator or the Mayor.

Previously scheduled City-related meetings will take precedence over any other group's meeting request.

Check-In, Check-Out Procedure

On the day of your meeting, please check in with the receptionist. Any groups using the meeting rooms in the evenings will have to stop in during business hours, 8 AM – 4:30 PM, to pick up a key.

Please stop in the front office when your meeting is done and let the receptionist know you are leaving the building. If your meeting is in the evening, be sure to shut off all lights and lock the building when finished. Then deposit the key in the drop box in the side parking lot.

The group is responsible for complete cleanup of areas of the building it has used. A vacuum cleaner is available if needed. It is stored in the upstairs closet.

Parking

There is off-street parking adjacent to City Hall and one block north on Wacouta Avenue.

Agreement by User

Each group will pay for all damages to any City property resulting directly or indirectly from the conduct of any member of the group or any of its guests.

Each group will hold harmless the City of Prairie du Chien from and against any and all liability, which may be imposed upon them, or for any injury to persons or property caused by the group on any person in connection with a meeting.

The City of Prairie du Chien assumes no responsibility whatsoever for any property placed in City Hall in connection with a meeting; and that the City of Prairie du Chien is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

Exclusions

Fundraising, by either profit or non-profit groups, is not allowed. However, planning and training for fundraising by recognized local community service

agencies is permitted. Exceptions may be made for City-sponsored events and programs presented by groups affiliated with the City.

Programs involving the sale, advertising, or promotion of products or services are not permitted.

Programs intended to recruit persons for later fee-based programs are not allowed.

Programs intended to promote or create business opportunities are not permitted.

Activities or programs charging admission for attendance are not allowed. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the City or payment of fees for non-credit educational institutions or organizations. In either case, special permission must be obtained from the Mayor or the City Administrator.

Religious services are not permitted.

Group activities involving more than normal wear and tear on the meeting room are not allowed.

Labor groups other than City of Prairie du Chien municipal employees are not permitted.

Political groups are not allowed.

A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room is not permitted.