



VILLAGE HALL HISTORIC ROOM RENTAL APPLICATION

WHITEFISH BAY VILLAGE HALL
5300 N. MARLBOROUGH DRIVE
WHITEFISH BAY, WI 53217

FEE: \$25.00 PER MEETING

TODAY'S DATE: _____

DATE RESERVED: _____ HOURS RESERVED: _____

NAME OF ORGANIZATION: _____

PERCENTAGE OF GUESTS RESIDING IN WHITEFISH BAY: _____

TYPE OF ACTIVITY: _____

****Kitchen may be used but no cooking allowed nor use of coffee pot allowed****
Any supplies should be brought in by organization

The undersigned agrees to be personally liable to the Village for any injury done to any property, and for any expenses incurred by, at, or in consequence of, such use of the Village Hall facility.

The undersigned further agrees to abide by the
"Rules and Regulations for use of the Historic Room in the Village Hall"
as adopted by the village board.

ORGANIZATION: _____

OFFICER/SPONSOR: _____

ADDRESS: _____

PHONE # AND/OR CELL PHONE #: _____

PAID: _____ TYPE OF PAYMENT: _____ INITIALS: _____

RULES & REGULATIONS FOR USE OF RECREATION ROOM IN VILLAGE HALL

ORGANIZATIONS PERMITTED: Recognized non-profit civic organizations, one of whose purposes is the betterment of the community, over 60% of whose membership consists of Whitefish Bay residents.

APPLICATION: Application for each reservation (or series of reservations) may be made for an organization by an adult Whitefish Bay resident who is a member of the organization. Written application shall be made to the Zoning Committee of the Village Board, which Committee shall have the authority to approve or reject any application. Any approval may be subject to such further restrictions as the Committee may set.

HOURS OF USE: Weekdays from 5:30 PM to 10:00 PM. Saturdays and Sundays from 12:00 noon to 10:00 PM. Building must be vacated by 10:30 PM. NO MONDAYS.

ACTIVITIES PERMITTED: Facilities may be used by the organization for their regular or special meetings, and for other activities compatible with the nature of the organization.

ACTIVITIES NOT PERMITTED: Political meetings including gatherings for the candidacy of a person or party. Religious services (hymns and prayers permitted as a part of an activity). Activities not permitted by State or Local Ordinances. Gatherings for the purpose of commercial advertising or sales solicitation.

FEES: The fee shall be \$25.00 per reservation payable prior to the date of the reservation.

RESPONSIBILITY: Both the organization and the individual making the application shall be responsible to insure the maintenance of the premises in good order, and leaving the facilities in a clean and orderly condition. The organization and the individual making the application shall be charged for any broken or missing equipment.

FACILITIES AVAILABLE: The recreation room, kitchen, coat room and toilet facilities in the basement are the only rooms to be used. All other areas of the building cannot be entered. The refrigerator and stove are for keeping prepared food cool or warm only; no cooking is allowed.

CAPACITY: The number of persons shall not exceed 90 persons.

CONDUCT: All persons shall conduct themselves properly. Excessive noise and foul language are strictly forbidden. When entering and leaving the Village Hall individuals shall be considerate of nearby residents. The Zoning Committee may revoke approval of the remainder of a series of reservations in the event of improper conduct.

Adopted September 1st, 2007