



Village Hall 567-2757
 Fax 567-4115
 Highway Dept. 567-2422
 Police Dep. 567-1134
 Building Inspector 490-4141

Summit Village Hall • 2911 N. Dousman Road • Oconomowoc, WI 53066

VILLAGE HALL USE PERMIT

Application Date _____

Permission is requested by _____ to use the facilities
Name of Organization or Individual
 listed below in the Summit Village Hall:

DATE	TIME		charge*	deposit*
	from	to		
_____	_____	_____	Village Hall Lower Level Holds 80 people \$ 100.00	\$ <u>25.00</u>
_____	_____	_____	Village Hall Lower Level-Kitchen \$ 150.00	\$ <u>50.00</u>
_____	_____	_____	Village Hall Board Room Holds 100 people NO DRINK OR FOOD \$ 125.00	\$ <u>25.00</u>
_____	_____	_____	Entire Village Hall (all of the above) \$ 150.00	\$ <u>75.00</u>

Event _____

Number of people expected _____

Special equipment and arrangements

The undersigned, his/her organization and its members, in consideration for the use of the above described room or facility, will be financially responsible for and will indemnify, protect, defend and save harmless the Village of Summit from all loss, damage, costs, expenses, liabilities, and litigation, including reasonable attorney's fees resulting from or arising out of use of such room or facility, normal wear and tear and depreciation of facilities accepted.

RESIDENT INFORMATION

Printed Name _____ Signed _____

Address _____

Telephone Number _____ Email _____

ACCEPTED BY: _____ Date: _____

Please provide two (2) separate checks made payable to: Village of Summit

Deposit payment will not be cashed unless facility is left in unacceptable condition and upon notification to liable party

Policy on Use of Village Hall for Public Meetings or Private Events

It is the policy of the Village Board, Village of Summit, to make available the Village Hall to Village of Summit **residents** for the purpose of holding public meetings or private events (such as birthday parties, anniversaries or family reunions) when the building is not in use for village governmental purposes.

REGULATIONS:

1. The village hall is available to all Summit governmental organizations without cost for the purpose of holding public meetings.
2. The village hall is available to all Summit residents based on the following priority:
 - a. Lake Management District or other Tax Supported Agencies
 - b. Homeowner's Associations or other neighborhood organization
 - c. Summit-based community organization
 - d. Non-Summit-based community organization
 - e. Private individuals (parties, receptions, or meetings for Village Residents)
 - f. Commercial or For-Profit Organization
3. A fee may be assessed for use under #2 based on Village Fee Schedule.
4. Requests for use must be made to the Village Treasurer at least one week prior to the date of the event. All requests must be approved by the Village Treasurer on the "Village Hall Use Permit" form, with applicable fees paid in advance.
5. No village property or equipment may be used other than the building itself and necessary furniture. Use of the kitchen facilities shall be specifically noted and approved in the "Village Hall Use Permit" form.
6. Tobacco products are not permitted within village hall.
7. Alcoholic liquors are not permitted in or on village hall property.
Serving food and beverages is limited to the lower level ****No Food in Upper Hall****
8. The person making the reservation shall be completely responsible for village hall property during the meeting/event and for adequate security in connection with the meeting/event. This person shall:
 - a. Assure that attendees comply with all village regulations.
 - b. Be held accountable for all property, including furniture.
 - c. Restore the building, furniture and equipment to the normal state for use, including proper storage of temporarily used furniture. **NO FURNITURE FROM UPPER HALL may be brought downstairs.**
 - d. Help secure the building after a meeting or event.

When finished with the hall; you are responsible for informing an officer on duty the hall is empty

You can Knock on the Police Department door to see if an officer is in OR

Call the non-emergency phone number 262 446 5070

Report - the village hall is empty and a Summit officer needs to lock and secure the building

9. The village reserves the right to charge for janitorial services above the regular rental rate. Kitchen facilities may be used, but no storage of food products or materials is permitted.



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