



**Mukwonago** - Place of the Bear

*a Waukesha County blue chip community*

Village of Mukwonago

**VILLAGE OF MUKWONAGO COMMUNITY CENTER  
APPLICATION FORM**

Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in emergency situations. Time requested must include room set up and clean up time.

**A \$50.00 deposit is required to reserve the room and must be paid at the time the application is submitted. An additional \$10.00 deposit is required if key is needed.**

**Date(s) required:** \_\_\_\_\_

**Time(s) required:** \_\_\_\_\_  
*(NOTE: Omission of the dates and/or times will result in a delay in reserving the above requested room).*

**Amount of People:** \_\_\_\_\_

**Name of Org:** \_\_\_\_\_  
*(Documentation may be required)*

**Reason for Meeting:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Equip. Required:** \_\_\_\_\_ **Food:** Yes \_\_\_ No \_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**ASSUMPTION OF LIABILITY**

For and consideration of the use of the Community Center meeting room, our organization agrees to indemnify and save harmless the Village of Mukwonago, a Wisconsin Municipal Corporation, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organizations occupancy or use of said premises. Furthermore, our organization hereby agrees to reimburse the Village of Mukwonago, a Wisconsin Municipal Corporation, for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OF ORGANIZATION**

\_\_\_\_\_  
**DATE**

**KEY NUMBER:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

*I have read and understand the usage policy and will abide by the rules.* \_\_\_\_\_

## VILLAGE OF MUKWONAGO COMMUNITY CENTER ROOM USAGE POLICY

### Room Application & Renewal:

All reservations for the use of the Community Center shall be made through the Village Clerk's Office using the appropriate Application Form. Requests should be made 5 days before the event. Village functions will take priority. Reservations will be made on a first come, first serve basis. **Any group collecting fees from participants will be charged a \$50 rental fee.**

### Eligibility:

Meeting rooms shall be used only for:

- Village of Mukwonago sponsored activities.
- Civic groups which are Village of Mukwonago oriented and whose efforts are directed to the civic welfare of the community, and
- Non-profit groups. Non-profit groups are those designated by the State of Wisconsin as having a tax-exempt status.

Village of Mukwonago municipal employees may meet and use the room for employee related purposes. Village of Mukwonago municipal employees shall not have use of the room if it is for political, commercial, or religious purposes. Use of rooms for the purpose of individual or joint solicitations for funds, sales of merchandise, seeking of gifts or requests, etc. for the purpose of profit is prohibited.

### Responsible Party:

In completing the Application Form, each organization or group must indicate a designated responsible member. This member will sign the application form stating they have read and will abide by the usage policy. Their responsibility shall include control of the groups using the rooms and keeping the room clean. If the rules and regulations for using the facilities are not complied with, this member will be contacted and possible further use may be denied.

### Room Accessibility:

The Community Center will be locked when not scheduled for use or when the Municipal Building is not open. If you need a key, prior arrangements have to be made with the Clerk's Office. Keys shall be available for pickup two (2) business days before the event. Keys must be returned to the Clerk's Office the next business day after the event. Your deposit will be forfeited if key(s) are not returned. Enter through doors on the West Side of the building. If more than one (1) door needs to be unlocked, see the Clerk's Office for special instructions. Applicants are responsible for turning off lights and locking all doors. **If any door is left unlocked, the key deposit will be forfeited. Please check all doors!** The Building must be vacated by 9:00 p.m., except for Village Board and Committee Meetings.

### **Community Center Maintenance Cleanup Procedure:**

**The room must be left in a clean condition.** If it is not in order when you arrive, please report this or any other conditions that are not as they should be to the Clerk's Office at once. If Clerk's Office is closed contact the Police Dept. at 363-6435 non-emergency. The key will open the storage room where the broom and mop will be available. The storage room may be accessed with adult supervision.

The Community Center is in order when:

- Counters, tables, and floors are wiped clean.
- All food and supplies, which have brought in, are removed.
- Trash has been bagged, tied and ready for removal.
- Recycled items are to be bagged separately from trash.  
(Cleaning supplies, dishtowels, dish detergent and serving utensils, must be brought with you).
- Restrooms are checked and cleaned.

### **Village Employee Assistance:**

If a village employee is needed to set up or take down tables, a \$25 fee will be charged. If a village employee does any clean up work, the deposit will not be refunded.

### **Display & Decorations:**

No part of the Community Center or hallways connecting thereto shall be used for displays or exhibits. No decorations shall be hung from any wall or window in the Community Center.

### **Smoking and Alcoholic Beverages:**

**SMOKING IS PROHIBITED** throughout the Municipal Building. Individuals wishing to smoke must go off the municipal grounds or in their vehicle. Ashtray containers must be used. The use of alcoholic beverages within the Municipal Building is prohibited.

### **Food/Beverage:**

Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the Municipal Building. Food that is prepared and cooked may be brought into the building in warmer pots and served. Any food, kitchen items, and paper products in the kitchen are the property of the village. **You are responsible to bring in all supplies you need.**

### **Chaperones:**

In the event of minors using the meeting room, there shall be at least two chaperones present for every 25 minors using this facility. Chaperones are required to be in attendance during the entire event.

**Behavior:**

Anyone using the facilities or being on the premise of the Municipal Building and grounds will be expected to exhibit proper behavior at all times. Failure to comply with the requirement can result in forfeiture of future use of this facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during Municipal Building work hours. The Community Room is checked frequently for wall and equipment damage. If your group discovers any damage or is responsible for any damage, please notify the Clerk's Office immediately.

**Heating/Cooling:**

Heating and air conditioning are pre-set and programmed and should not be adjusted.

**Restrooms, Elevator, Emergency Exits:**

Handicap accessible restrooms are available adjacent to the Community Center room on the lower level. The elevator is located adjacent to the stairwell. Handicap entrance is located on the north side of the building. Emergency exits are clearly marked throughout the building.

***NOTE: The Community Center is not available on Saturdays, Sundays and holidays.***