

RESOLUTION 03-2024

RESOLUTION TO ESTABLISH POLICY FOR THE USE OF MEETING ROOMS AT THE TOWNSEND TOWN HALL

WHEREAS, the Town of Townsend has incorporated meeting/classrooms within the town hall, 16564 Elm Street, Townsend, WI 54175

WHEREAS, the intention of these meeting rooms, outside of providing for the functions of the local government, was to increase the availability of the limited space available within the Town for groups with a public interest or purpose to meet; and

WHEREAS; the Town is receiving an increasing number of requests for use of a meeting room.

NOW, THEREFORE, the Town of Townsend establishes the following public meeting room policy:

A. INTENT

It is the intent of the public meeting rooms to provide a Townsend location for public agencies and higher education providers to serve the local constituencies and as an opportunity for individuals, organizations or groups to meet on an irregular basis. It is not intended to be utilized as a supplemental facility that would more appropriately be incorporated within the organization's home office or base of local operations. Regularly scheduled organizations will be considered on a case-by-case basis after consideration of the needs of Town government, the community and the conclusion of negotiations of a rental agreement.

B. ROOM FEATURES

TOWN HALL

LOCATION: 16564 ELM ST

SIZE: 39X55

CAPACITY: 146

30" X 60" FOLDING TABLES: 33

FOLDING CHAIRS: 130

SERVING KITCHEN

WIRELESS INTERNET ACCESS

CONFERENCE ROOM

LOCATION: 16564 ELM STREET

SIZE: 21'X19'

CAPACITY: 28

TABLES: 9

CHAIRS: 18

SMART TELEVISION

WIRELESS INTERNET ACCESS

Both rooms feature ADA accessible restrooms.

C. SCHEDULING AVAILABILITY

1. Schedules: The Town Clerk shall maintain a calendar of all meetings and activities scheduled for the public meeting rooms.
2. Requests: All requests for use of the public meeting room shall be written and described to the Town Clerk. This provision does not apply to operations of the Town of Townsend.
3. Availability: Usage of the meeting room shall be dictated by the following priority schedule:
 - a. Regularly scheduled meetings or activities of the Town of Townsend, their Boards, Commissions, Authorities or Committees.
 - b. Operations of emergency government of the Town, county, state agencies or surrounding communities.
 - c. Unscheduled meetings or activities of the Town of Townsend Committees.
 - d. Educational classes and workshops
 - e. Non-profit and for-profit groups.

Meetings and activities scheduled in the meeting rooms may be canceled or relocated within the complex, at the discretion of the Town with little or no notice by the Town, because of the activities scheduled by the higher priority user.

D. CHARGES

Community Groups/organization:	\$25.00/event
Town Functions	no charge
Oconto County/State agency functions	no charge
Not for profit organizations	no charge
Individuals for functions such as	
Weddings/showers/parties	\$75.00 + \$50.00 refundable deposit
Business promotion functions	\$75.00
Classes/Educational workshops	\$25.00
(including public school districts & colleges)	

Frequent and regular users of the public meeting rooms will be required to enter into a written rental agreement with the Town. Regular users are defined as groups that request to use the room for the same time and day of the week/month for three or more consecutive weeks/months. Commitment and prepayment could result in a rate reduction for the following:

- Those who utilize either space 2 or more times per month will receive a rate reduction of half the event cost.

E. CLEANING/CUSTODIAL ASSISTANCE

Condition of Room: Although users of the meeting room are not expected to serve as building maintenance persons, each individual or group using a meeting room is expected to clean up after themselves upon the conclusion of use. Litter, cups and other containers and debris are to be removed from the hall. Spills are to be cleaned up. The room is to be rearranged into the configuration in which it was found.

Custodial Assistance Not Available: Custodial assistance for users of the public meeting room is not available. All users are expected to set up the room as required for their activity and ensure the room is returned to the same condition as it was found upon leaving. Damage to all articles of furniture and equipment within the room must be reported immediately to the Town Clerk.

Employee Call-out: Use of the public meeting room or surrounding parking lot does not permit the user the right to "call-out" employees of the Town for any non-emergency purpose or activity. Any non-emergency "call-out" occurring will result in a charge to the user of \$100.

F. DAMAGED PROPERTY:

Users of the public meeting room are expected to treat Town property with care and respect. The Town will pursue recourse, through all available means, for any vandalism or damage to Town property. Security deposits may be retained in the event of:

- Damage to furniture, fixtures, or equipment beyond normal wear and tear.
- Excessive cleaning required due to misuse of the room.

The Town reserves the right to impose additional charges if costs exceed the deposit.

G. OTHER RULES:

Pickup Key: Contact the Town Clerk at 715-276-6856 to pick up the key. Key must be returned within 2 business days after the function or returned via the drop box.

Food and Beverage Service: Serving of food and beverages is permitted in the meeting rooms provided all leftovers are removed from the premises and all garbage is removed. All tables, chairs, counters, kitchen appliances, etc., are appropriately and immediately cleaned upon the conclusion of the activity.

Alcoholic Beverages: The sale of alcoholic beverages within the Municipal Building is prohibited unless a picnic license has been approved by the town board.

Smoking: Smoking is prohibited within all municipal buildings.

Controlled Substances: The use or possession of any controlled substance within any municipal building is prohibited.

Behavior: Boisterous or unruly behavior is prohibited within all municipal buildings or upon the site occupied by the municipal buildings.

Multiple events: When multiple events are scheduled on the same day, setup for a later event must not begin before the first event has concluded. All groups are expected to respect their reserved time frames to avoid disruption.

H. VIOLATIONS OF USE POLICY:

Violators of the policies and rules established from time to time for the use of the Municipal Building meeting rooms may be subject to a municipal citation and shall be prohibited from future use of town facilities.

These rules are subject to change as time and circumstances dictate. Any necessary changes will be made by the Townsend Town Board.

I. AGREEMENT

See next page for agreement.

TOWN OF TOWNSEND
REQUEST FOR USE OF TOWN HALL/MEETING ROOM

Town Hall _____

Meeting Room _____

Name of Event: _____ Reserve Date: _____

Time of day from: _____ to: _____ Number of occupants: _____

Will food or beverages be served? _____ If yes, please described:

Name of Individual or Sponsoring Organization:

Street and Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contact Person: _____

Day Phone (required): _____ Evening Phone: _____

I (we) have received a copy of the Town's policy resolution regarding the use of their public meeting rooms.

I (we) understand that the use of the public meeting rooms of Town of Townsend is subject to availability, use priorities and fees established by the Town of Townsend and that the Town has a limited number of chairs, tables and equipment as outlined in their policy. Any other items needed to hold an event will be supplied by the user. I (we) further understand that the use of the facility is dependent upon the compliance of the members of my group with standards of good and appropriate conduct and the rules established by the Town; that vandalism and damage to town property will be recovered through any and all available means; that my organization has responsibility for returning the facility in the same condition it was received; and that by signing below, I accept responsibility for insuring the policies and conditions for use of the facility are complied with. I (we) understand that any pre-decorations or table setups may be moved if an event precedes ours. I (we) further acknowledge that there is no early admittance to the building prior to our scheduled reservation time.

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

Rental Fee: _____ Deposit Fee: _____ check # _____

-----**For Town use only**-----

Date Received: _____

Use of meeting room authorized by: _____

Inspected after event by: _____ Date: _____

Amended February 11, 2025

Amended September 9, 2025