

**RESOLUTION TO ESTABLISH POLICY FOR
THE USE OF MEETING ROOMS
IN ALL MUNICIPAL BUILDINGS**

WHEREAS, the Village of Suring has incorporated meeting/classrooms within the Municipal Building at 604 E. Main Street and the Fire Station at 210 N. Heasley Street, Suring, Wisconsin, and

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

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

NOW, THEREFORE, the Village of Suring establishes the following public meeting room policy:

A. INTENT

It is the intent of the public meeting rooms to provide a "Suring" 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 Village government, the community and the conclusion of negotiations of a rental agreement. Likewise, the public meeting room is not intended, nor are the grounds of the Municipal Building and Fire Station, intended to permit transient merchants (those businesses that does not have permanent operation within the Village) the opportunity to transact business without the cost or burden of opening up a permanent outlet to transact business within the corporate limits of the Village of Suring.

B. ROOM FEATURES

LEARNING CENTER/MEETING ROOM #1:

LOCATION: 604 E. MAIN STREET

SIZE: 36' x 21'

CAPACITY: 40

24" X 60" TABLES ON CASTERS: 6

30" X 60" FOLDING TABLES: 7

TASK CHAIRS ON CASTERS: 12

STACKABLE AUDIENCE/STUDENT CHAIRS 45

WHITE BOARD

SERVING KITCHEN
TELEVISION / VHS PLAYER / DVD PLAYER (MOVABLE TO ANY ROOM)
WIRELESS INTERNET ACCESS

LEARNING CENTER/MEETING ROOM #2

LOCATION: 604 E. MAIN STREET
SIZE: 15' x 25'
CAPACITY: 16
TABLES AND CHAIRS FROM ABOVE LIST SHARED WITH THIS ROOM
WHITEBOARD
WIRELESS INTERNET ACCESS

FIRE STATION MEETING ROOM

LOCATION: 210 N HEASLEY STREET
SIZE: 16' x 40'
CAPACITY: 30
SERVING KITCHEN
24" X 80" TABLES:
CHAIRS
WIRELESS INTERNET ACCESS

Both buildings feature ADA accessible restrooms. Drinking fountains are available in the common area of the Municipal Building.

C. SCHEDULING AVAILABILITY

1. Schedules: The Village 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 Village Clerk. This provision does not apply to operations of the Village of Suring.
3. Availability: Usage of the meeting room shall be dictated by the following priority schedule:
 - a. Regularly scheduled meetings or activities of the Village of Suring and Suring Area Public Library, their Boards, Commissions, Authorities or Committees.
 - b. Operations of emergency government of the Village, county, state agencies or surrounding communities.
 - c. Unscheduled meetings or activities of the Village of Suring and Suring Area Public Library, its Boards, Commissions, Authorities or 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 Village with little or no notice by the Village, because of the activities scheduled by the higher priority user.

D. CHARGES

Community Groups/organizations:	\$20.00 per event
Village and Library related functions:	no charge
Oconto County and State of WI agency functions:	no charge
Individuals for functions such as baby/bridal	
Showers or gatherings	\$50.00
Business promotion functions	\$50.00
Classes / Educational workshop (including public school districts & colleges)	\$20.00

Frequent and regular users of the public meeting rooms will be required to enter into a written rental agreement with the Village. 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 the meeting room 1 – 2 times per month will receive a rate reduction of \$5.00 per event.
- Those who utilize the meeting room 3 or more times per month will receive a rate reduction of \$10.00 per event.

ALL FEES ARE PAYABLE IN ADVANCE.

E. ACCESS

Access to the public meeting rooms are available daily during normal village administrative business hours. Keys for the building will only be distributed to a person, group or organization for the purpose of accessing the public meeting room for “evening” or “weekend” usage, when village or library staff are not on site. Each organization or group shall assign one individual to be responsible for pickup and return of the key. A key deposit of \$25.00 will be required.

Access to the public meeting rooms and public areas of the Municipal Building and Fire Station does not permit individuals, groups or organizations access to other portions of the buildings, nor does it authorize the use of municipal phones, fax machines, computers, photocopiers or other municipal office equipment by the user.

F. 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 properly disposed of. 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 Village 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 Village for any non-emergency purpose or activity. Any non-emergency “call-out” occurring will result in a charge to the user of \$100.

G. DAMAGED PROPERTY:

Users of the public meeting room are expected to respect public property. The Village will seek recourse for any vandalism or destruction of village property via all available means. Fees may be charged for furniture and equipment damaged beyond normal wear and tear. Fees may be charged for excessive cleaning of the room required beyond normal use.

H. OTHER RULES:

Transient Businesses:

Transient business, i.e., those merchants that do not have a permanent business location within the corporate limits of the Village, will not be permitted the use of the public meeting rooms for the purpose of selling products and services.

This paragraph is not intended to prevent an out-of-town professional service provider, such as an attorney, from utilizing the Municipal Building meeting room the taking of depositions or similar use. Likewise, this paragraph is not intended to prevent a professional service provider, under contract to a local business or state agency from utilizing the meeting room for such things as holding a public hearing, recruiting employees, etc.

Food and Beverage Service: Serving of food and non-alcoholic beverages is permitted in the meeting rooms provided all leftovers are removed from the premises, all garbage is removed or sealed and bagged and placed in covered garbage can behind Municipal Building. All tables, chairs, counters, kitchen appliances, etc., are appropriately and immediately cleaned upon the conclusion of the activity.

Alcoholic Beverages: The use or possession of alcoholic beverages within the Municipal Building is prohibited.

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.

I. 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 village facilities.

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

J. AGREEMENT

See next page for agreement.

**VILLAGE OF SURING
REQUEST FOR USE OF LEARNING CENTER/MEETING ROOMS**

Legible Printing Required!

Name of Event:

Date Room Reserved:

Number of Participants Expected:

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 Village's policy resolution regarding the use of their public meeting rooms.

I (we) understand that the use of the public meeting rooms of Village of Suring is subject to availability, use priorities and fees established by the Village of Suring and that the Village 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 Village; that vandalism and damage to village 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.

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

_____ For municipal use only _____

Date Received: _____

Use of meeting room authorized by: _____

Amount of Fee Paid: _____ Date paid: _____

Received by: _____

Inspected after event by: _____ Date: _____

Condition: _____

Introduced by Nieling and second by Schuettpelz.

Adopted by Suring Village Board this 18th day of April, 2023.



Leslie Steffek, Village President

CERTIFICATION

IN WITNESS WHEREOF, I certify that this is a true and accurate copy of Resolution 01-2023 adopted by the Suring Village Board on this 18th day of April, 2023.



Kim Gruetzmacher, Clerk/Treasurer