

## **Village of Balsam Lake Policies & Procedures**

Policy Subject:	1.1 Meeting Room Use
Point of Contact:	Deputy Clerk/Clerk
Last Revised On:	28 June 2022

### **Scope**

The Village of Balsam Lake provides a space for meetings in its community meeting rooms located at the Municipal Building 404 Main Street and the Fire Hall 931 Mallard Lane. The purpose for providing space for community meetings is to further the Village's role as a community resource outlet accessible to all residents of the Village of Balsam Lake. Public use of meeting rooms is not the primary purpose of the Village and should not be allowed to disrupt the Village, Police Department, Fire Department or Library's primary purpose.

### **General Guidelines**

A meeting room may be reserved for use by individuals, civic, educational, or not-for profit group by a responsible adult.

### **Prohibited Uses**

The meeting rooms may not be used for illegal, commercial, for profit or social purposes, including but not limited to:

1. Programs involving sale, advertising or promotion of commercial products and services
2. Private social functions, such as showers, birthday parties, dances, and the like
3. Gambling in any form
4. Commercial events, including educational classes/seminars, which charge a fee (Excluding Library programs, Fire Department and Police Department programs)
5. Any event that is disruptive of normal Village office, Library, Police Department or Fire Department operations or services
6. Absolutely no soliciting or canvassing of Village employees or Library patrons

### **Regulations**

1. All Individuals and local community not-for profit groups will be limited to two reservations per month (excluding Fire Department, Police Department and Library educational events, meetings, and trainings)

2. No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the Municipal Building and Fire Hall or on its premises without approval by the Village Office or the Fire Chief
3. Smoking and the consumption of alcohol are prohibited in all Village meeting rooms and Village owned buildings
4. At least one meeting room door must remain open during all meetings/events except in the case of a government body that has statutory authority to enter an executive session. The Village Office, Police Department, Fire Department and Library reserves the right to monitor all meetings/events held on its premises
5. Meetings/events shall not disrupt daily work or activities at the Village Office, Police Department, Fire Department or Library. Persons attending meetings/events are subject to all Village rules, regulations, and policies. Groups/individuals who disturb Village office, Police Department, Fire Department or Library activity will be denied future use of meeting rooms
6. Meeting rooms shall be left in an orderly condition. If Village staff, Police Department or Fire Department provide cleanup, a fee (\$50 minimum) for cleanup services will be charged
7. Light refreshments may be served, but no cooking facilities or supplies are available.
8. 24-hour notice of meeting cancellation is required by phone or in person. Because the meeting rooms are a community resource, repeated failure to give advance notice will result in denial of future requests
9. In the event of a cancellation, the group's leader is responsible for notifying registered participants
10. If the Municipal Building or Fire Hall is unexpectedly closed, meetings scheduled during that time will be cancelled
11. Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting
12. Attendance at authorized meeting/events may not exceed the posted room capacity nor shall they block fire exit doors in any way
13. The Village Office, Fire Department, Police Department or Library shall not be responsible for any personal property loss or damage
14. The Village does not assume any liability for groups or individuals attending a meeting
15. Reservation requests must be made at least 24 hours prior to the desired use of the rooms
16. The Village Board and Fire Department has the authority to issue reasonable meeting rules and to revoke permission for use of meeting rooms if this policy or rules are not followed

17. The Village Board and Fire Department has the right to deny reservation requests to book meeting room spaces
18. AV equipment is not provided

### **Procedures**

1. Meeting room reservations are on a first come, first served basis. However, the Municipality, Police Department, Fire Department and Library sponsored activities are given the highest priority in the consideration of the use of these facilities and will take precedence and may void a reservation. Reservations are not guaranteed and may be canceled at any time
2. An adult must fill out and sign the Meeting Room Reservation Request Form.
3. Meeting rooms maybe reserved up to three months in advance.
4. The Meeting Room Reservation Request form can be found on the Village of Balsam Lake Website, by stopping into the library or village office. An application form must be filled out for local community not-for-profit groups and turned in as follows:
  - a. Police Meeting Room: Limited to Village Board, Commissions, Committees, Elections, and Police only
  - b. Municipal Building Main Community Meeting Room: Contact the Balsam Lake Library at 715-485-3215 or by email: [library@balsamlakepl.org](mailto:library@balsamlakepl.org)
  - c. Fire Hall Meeting Room: Contact the Fire Hall at 715-485-9050

### **Hours Available**

Police Meeting Room: This meeting room is Limited to Village Board, Commissions, Committees, Elections and Police Department only.

Municipal Building Main Community Meeting Room: Monday- Friday 8:00 a.m. – 4:00 p.m. This meeting room is open during regular Village business hours unless the event is related to a Village, Police Department, Fire Department, or Library related functions.

Fire Hall Meeting Room: Hours are determined by Fire Chief. The Fire Chief reserves the right to approve or deny applications submitted