



"Equal opportunity Provider & Employer"

508 Second Street, P.O. Box 277, Pepin, WI, 54759, Phone 715-442-2461

Emails: clerk@pepinwisconsin.org and treasurer@pepinwisconsin.org

VILLAGE OF PEPIN COMMUNITY ROOM RULES & RESPONSIBILITIES

Eligibility:

Community Room shall be available for use by the following entities:

Federal, State and Local government entities.

Village of Pepin area civic groups whose efforts are directed to the civic welfare of the community.

Nonprofit groups within the village that are designated by the State of Wisconsin as having a tax-exempt status.

Other area organizations that partner with the Village to promote the community.

- **The Village of Pepin reserves the right to approve or deny use to any person or group.**
- Check with the Clerk/Treasurer for availability. Government and committee meetings take precedence.
- The Village Clerk/Treasurer must be notified of any cancellation at least 3 days prior to the date reserved when possible.
- Meeting promotion is the responsibility of the committee/group/organization.
- The room occupancy limit is approximately 80 people.
- If the room is scheduled when the Village Offices are not open, prior arrangements must be made with the Clerk/Treasurer's office to obtain a key.
- Signature and proper ID will be required for key pickup.
- **ABSOLUTELY NO PARKING OR BLOCKING entrances to the Ambulance garage.**
- Do not enter the Village office areas or ambulance garage.
- Do not sit or stand on the tables or chairs.
- Community room tables and chairs are not allowed outside the building.
- No pets, Except service animals.
- No smoking allowed in the building.
- No alcoholic beverages are allowed on premises.
- Be respectful of noise levels when using the room during office hours.
- Children must be supervised.
- Heating and air conditioning settings are pre-set and shall not be adjusted. Please keep exit doors shut at all times. Room lights are operated automatically and not tampered with.
- Handicap accessible restrooms are available adjacent to the community Room. Emergency exits are clearly marked.
- Cleaning supplies are in the janitor's closet by the front door. Please clean up after yourself.
- Fees may be applicable if extra cleaning is required.

BEFORE EXITING THE BUILDING

- All food and supplies which have been brought in, are to be removed.
- Turn off front lobby lights. All other lights are automatic motion censored.
- Please collect and remove all of your own garbage.
- Leave the room as you found it. Chairs and tables put back (if moved).
- Return of keys will be explained at the time of pickup. If the key(s) are not returned, you will be responsible for the cost of re-keying the doors.
- Applicants are responsible for making sure the doors are closed tight and locked.



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Community Room Use Form

Group Name: _____

Brief description of reason for use:

_____ I (We) understand that the Village of Pepin is not responsible for any theft or damage to any personal property brought in by renter or any guest, including, but not limited to, gifts, money, coats, etc.

_____ I (We) understand that I (We) shall be liable for the actions of guests and shall be fully responsible for any damages caused by such persons to the Pepin Municipal Building property.

_____ I (We) understand that Government and Committees take precedence.

_____ I have received the Village of Pepin Community Room Use rules and responsibilities schedule.

_____ I (We) understand that a fee of \$50.00 will be applicable if extra cleaning is required.

Approximate # of persons attending _____ Hours of Use: _____

One time use Monthly _____ Other _____

By: _____ Phone #/Cell phone _____

Signature: _____

*The Village of Pepin hereby agrees to allow use of the Community Room to _____ this _____ day of _____ 20____.

Village of Pepin Representative:

By: _____ Signature: _____