

Village of Flat Rock Meeting Room Request

Organization requesting use: _____

Date or dates requested: _____

Times room is needed: _____

Name of person making request: _____

Address: _____

Telephone and e-mail address: _____

Is person making request a Flat Rock resident? Yes No

If no, name of Flat Rock resident who will be at meeting**: _____

Type of function to be held: _____

- Use of the Audio/Video Equipment? Yes No
If so, you must meet with the Village Clerk or Deputy Clerk for training.

Which meeting room is requested? Highlander Room (seats 8-10)

Assembly Room (seats up to 60)

The person representing the group or organization using this facility understands they are responsible for any damage to the room or facility. Seats and table in the room are to be restored to the same condition as they found it. If the meeting is to be held outside normal office hours (9 am until 4 pm, Monday through Friday), an entry key must be obtained while staff is available in the office. The security system instructions must be obtained and the person must demonstrate an understanding and willingness to activate the system when the meeting is finished. All lights are to be turned off on departure. Unless other arrangements are made, the building key is to be returned to the office the next working day.

Signed: _____

Date: _____

Request approved by: _____

(Person acting on behalf of the Village of Flat Rock)

**Please co-sign request

Village of Flat Rock Meeting Room Rules & Regulations

1. Rooms are available to any non-profit, civic group or government agency. Groups dealing with subjects of broad base community interest may be considered.
2. The Highlander Conference Room that seats a maximum of 8 people is only available during normal working hours (9 a.m. through 4:00 p.m., Monday through Friday). The Assembly Room that seats a maximum of 60 people is available outside of normal working hours, by special arrangements.
3. Room reservations can be made up to one year in advance. A room reservation form is required to reserve a meeting room. A copy of the reservation form is on the reverse of these Rules and Regulations.
4. Room reservations for non-profit and civic groups may be canceled if room is needed to conduct government business.
5. The user group must provide the name of group and name and telephone number of the responsible individual when making a reservation.
6. Both the user group and the responsible individual will be held accountable for cleaning the room, bagging all trash, and returning the room to its original set up.
7. A deposit may be required on a case-by-case basis. The deposit would be used by the Village to offset any cleanup costs. The Mayor or his designated representative is responsible for deciding when a fee is to be charged and what the amount will be.
8. The person making application for use of Village facilities acknowledges receipt and understanding of the Rules and Regulations governing their use.
9. In the event you need to cancel your reservation, please call two days in advance.
10. All alcohol beverages are **not permitted** on Village Hall premises.

FAILURE TO ABIDE BY THESE RULES & REGULATIONS MAY RESULT IN LOSS OF PRIVILEGE FOR FUTURE USE OF MEETING ROOMS.