

VILLAGE OF FLAT ROCK

Meeting Room Regulations

1. Rooms are available to any nonprofit, 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 9:30 a.m. to 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. Reservations may be made for an upcoming calendar year **NO EARLIER** than December 1st of the current year. A completed reservation form is required. A room **MAY NOT** be reserved until a completed reservation form is on file with the Village Clerk.
4. Room reservations for nonprofit and civic groups may be canceled if room is needed to conduct government business.
5. When making a reservation, the user group must provide the name and telephone number of the responsible person **who must live within the incorporated boundaries of Flat Rock.**
6. Both the user group and the responsible person will be held accountable for cleaning the room, bagging all trash, **and returning the room to its original setup.**
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 Village Administrator or her designated representative is responsible for deciding when a fee is to be charged and what the amount will be.
8. Doors **MUST** be closed during meetings.
9. Alcoholic beverages are **not permitted** on Village Hall premises.
10. In the event you need to cancel your reservation, please telephone a minimum of two days in advance.
11. The person making application for use of Village facilities acknowledges receipt and understanding of the regulations governing their use.

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