



## VILLAGE OF FLAT ROCK – Meeting Room Request

Rooms are available Monday – Friday excluding official holidays and closures due to weather or other unforeseen circumstances. See **Meeting Room Regulations** for scheduling times and reservation rules.

Organization requesting use: \_\_\_\_\_

Date or dates requested: \_\_\_\_\_

Times room is needed: \_\_\_\_\_

Meeting room requested:    (    ) Highlander Room (**maximum of 8**)  
  (    ) Nick Weedman Assembly Room (**maximum of 60**)

Name of person making request: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

If you are **not** a resident of the Village of Flat Rock, please provide the name of the Flat Rock resident attending the meeting:

Name of Flat Rock resident: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Type of function to be held: \_\_\_\_\_ Maximum Number Attending: \_\_\_\_\_

- Use of Audio/Video Equipment? (    ) Yes    (    ) No  
If yes, you MUST meet with the Village Clerk or Deputy Clerk for training prior to the meeting.

The person representing the group or organization using this facility understands that s/he is responsible for any damage to the room or facility. Chairs and tables in the room must be returned to the condition in which they were found. All lights must be turned off when you leave the premises.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Flat Rock Resident

# **\*\*PLEASE READ THESE REGULATIONS\*\***

## **VILLAGE OF FLAT ROCK** **Meeting Room Regulations** *Effective 1/1/2026*

1. Rooms are available to any nonprofit, civic group, or government agency. Groups addressing broad-based community interests may be considered.
2. Regular business hours for the Village of Flat Rock Town Hall are 9:00 a.m. to 4:00 p.m. Monday to Friday. Meetings may be scheduled in the Highlander Conference Room, which seats up to **8** people, during regular business hours only. The Nick Weedman Assembly Room, which seats up to **60** people, is available outside of regular working hours until 6:00 p.m. by special arrangement only. **Reservations outside of regular business hours must be confirmed the day before the meeting.**
3. If your meeting begins after 4:00 p.m., staff will arrive fifteen minutes before the starting time you have requested. No meeting participant may stay after 6:00 p.m. Because staff are affected, if you have any change to your meeting hours or wish to cancel your meeting, you must let us know at least five hours before your meeting time. **If you fail to provide sufficient notice, your group will no longer be allowed to use the meeting rooms.**
4. Reservations may be made for an upcoming calendar year **NO EARLIER** than December 1<sup>st</sup> 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.
5. Room reservations for nonprofit and civic groups may be canceled if the room is needed to conduct government business.
6. When making a reservation, the user group must provide the name and telephone number of the person responsible, **who must live within the incorporated boundaries of the Village of Flat Rock.**
7. 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.**
8. A deposit may be required on a case-by-case basis. The Village would use the deposit to offset any cleanup costs. The Village Administrator or her designated representative is responsible for determining when a fee will be charged and the amount.
9. Doors **MUST** be closed during meetings.
10. Alcoholic beverages are **not permitted** on Village Hall premises.
11. The person making the 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.**