



## Community Room Use Policy

The City of Altoona is fortunate to provide space, which is available for use by City Departments, the Altoona School District, and the general public. The space, generally referred to as the “Community Room” at City Hall, is available 355 days per year. The following policies apply to the reservation and use of the Community Room.

### **Priority of Use**

The use of the Community Room is based on the following use priorities:

- Priority 1) City Offices and Department Meetings
- Priority 2) Altoona Public Library
- Priority 3) Altoona School District
- Priority 4) General Public – City Residents
- Priority 5) General Public – Non-City Residents
- Priority 6) Nonprofit Organizations
- Priority 7) Social Groups
- Priority 8) Other Groups

### **Hours of Use**

The Community Room is available during the following hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Open</b>	9:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00AM	8:00AM	9:00AM
<b>Close</b>	8:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	8:00 PM

### **Reservations**

The City Clerk shall appoint a staff person as the “Community Room Coordinator”. Such person shall prepare and maintain a reservation system for use of the Community Room.

The Altoona Public Library shall, by December 15 of each year, reserve space in the Community Room for the period of January 1 through June 30. The Altoona Public Library shall, by June 15 of each year, reserve space in the Community Room for the period of July 1 through December 31.

Following the posting of the reservations submitted by the Altoona Public Library, the Community Room may be reserved on a first-come, first-served basis. Such reservations may not be made more than 60 days in advance of the scheduled date for the event.

All reservations shall be confirmed in writing by the City Clerk’s Office. The Community Room Coordinator shall grant priority to reservation request accordance with the priorities noted on the previous page.

**User Fees**

A deposit and fee schedule shall apply to all use of the Community Room by users other than City Departments or the Altoona Public Library. The deposit and fee schedule shall be as follows:

	<b>Altoona School District</b>	<b>Non-Profit Group</b>	<b>For-Profit Group</b>	<b>City Resident</b>	<b>Non-City Resident</b>	<b>Community Based Clubs</b>
<b>Deposit</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00
<b>Room User Fee Up to 4 hours</b>	N/A	\$10.00 per use or \$25.00 per month	\$15.00 per use or \$50.00 per month	\$10.00 per use or \$25.00 per month	\$15.00 per use or \$50.00 per month	\$10.00 per meeting
<b>Room User Fee Over 4 hours</b>	N/A	\$15.00 per use or \$75.00 per month	\$25.00 per use or \$150.00 per month	\$15.00 per use or \$50.00 per month	\$25.00 per use or \$100.00 per month	\$25.00 per meeting
<b>Equipment Fee Kitchen</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

The Clerk’s Office shall hold on to the deposit at the time the reservation is made and return the deposit within 30 days of the event provided that no damage has occurred to the Community Room or any of the appliances, furniture, fixtures, or utensils therein.

User fees are not subject to refund should the event be cancelled.

**Community Room Access**

All individuals and organizations reserving the Community Room are responsible for obtaining a key to the facility from the City Clerk’s Office within 48 hours of the scheduled event. All individuals and organizations reserving the Community Room are responsible for securing the room and City Hall following the scheduled event if such event occurs during non-business hours for City Hall operations.

All individuals and organizations reserving the Community Room are responsible for the return of the Community Room key within 48 hours of the scheduled event. Failure to return the key within the defined time period shall result in automatic forfeiture of the Community Room Deposit.

**City of Altoona, P.O. Box 8, 1303 Lynn Avenue, Altoona, WI 54720**