

THE CITY of *Altoona* **Community Room Reservation Application**

Organization Information			
<b>Organization Name:</b>			
<b>Name of Responsible Party:</b>			
<b>E-mail Address:</b>			
<b>Telephone</b>	(H)	(W)	(C)
<b>Mailing Address:</b>			
Event Information			
<b>Purpose of Event</b> (please check one)	<input type="checkbox"/> Meeting	<input type="checkbox"/> Training	<input type="checkbox"/> Conference
	<input type="checkbox"/> Other (please describe):		<b># of attendees:</b>
<b>Reservation Date:</b>	<i>NOTE: Reservations will not be accepted more than 90 days in advance of the event date.</i>		
<b>Start Time*:</b>		<b>End Time*:</b>	
<b>*Days and Times Available for Use</b>	Monday-Friday, 7:30 am – 4:00 pm		

**By signing this reservation application, I acknowledge that I have read the Community Room Use Policy, understand, and acknowledge the following:** The Community Room is available for public use during City Hall hours as a place to hold organized group/individual meetings. The room is reserved on a first come, first served basis. Any damages made to the Community Room or any of its contents will be repaired or replaced as appropriate and charged at the fair market or labor rate to the Responsible Party listed above.

The Group/Individual shall defend, indemnify, and hold harmless the City of Altoona, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, and/or liabilities for injury or death of any person, or for loss or damage to property, which arises out of your use of the Community Room, or from the conduct of your guests and/or participants, or from any activity, work or thing done, permitted, or suffered by the Group/Individual in or about the Community Room.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

Return this completed form to:

City of Altoona  
Community Room Reservation  
1303 Lynn Avenue  
Altoona, WI 54720

or

cityhall@ci.altoona.wi.us

Please do not write in the space below. Thank you.

Reservation Confirmation			
<b>Clerk's Signature:</b>		<b>Date:</b>	

# THE CITY of *Altoona*

**Policy Title:** Community Room Use

**Date Adopted:** February 9, 2023

The City of Altoona is fortunate to provide space, which is available for use by City Departments, the School District of Altoona, and the public. The space, generally referred to as the "Community Room" at City Hall, is available during City Hall operating hours. The room is available for public use.

The Community Room is not available for commercial purposes or activities not protected by the First Amendment. No products, services or memberships may be advertised, solicited, or sold in conjunction with the use of the room.

Organizations and individuals shall use the Community Room as it is furnished and are responsible for room setup and cleanup.

The City reserves the right to refuse to book the Community Room for groups or individuals who do not comply with the guidelines of this policy.

The following apply to the reservation and use of the Community Room:

## Priority of Use

The Altoona Public Library shall make its reservations not more than one hundred eighty days (180) days in advance of its event date.

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 ninety (90) days in advance of the event date.

## Hours of Use

The Community Room is not available on weekends or holidays. It is available during the following days and hours or by special arrangement with the City Clerk's office:

	Monday	Tuesday	Wednesday	Thursday	Friday
Open	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
Close	4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm

## About the Community Room

The Community Room is a 125-person standing room capacity space located at Altoona City Hall between the City Hall offices and the Altoona Public Library. The room contains thirteen 30" x 70" tables and 75 chairs. (A schematic of the Community Room is attached hereto as Addendum A.)

## Community Room Use

The Community Room is available for public use including community non-profit, cultural, or civic organizations and governmental units as a space for activities such as meetings or trainings. In addition to the use of the Community Room, there is access to public restrooms which can be found in the lobby of the Altoona Public Library.

## **Alcohol**

Alcohol is prohibited.

## **Audio Visual Equipment**

The equipment in the room is the property of the Altoona Public Library and is NOT available for use.

## **Check In**

Groups/Individuals will need to check in at the City Hall front desk and request that the room be unlocked.

## **Check Out**

All Groups/Individuals are required to check out at the City Hall front desk. City Hall staff will inspect the room to ensure that the room is clean and without damage.

## **Cleanup**

Groups/Individuals are responsible for cleaning tables and chairs and returning them to the configuration at which they were found. Groups/Individuals are also responsible for all cleanup activities such as vacuuming (vacuum is available for use) and disposing of trash. Cleanup shall not go beyond the reserved time-period.

## **Damage to Room and/or Contents**

Any damages made to the Community Room or any of its contents will be repaired or replaced as appropriate and charged at the fair market or labor rate to the Group/Individual named as the Responsible Party on the Community Room Reservation Application (*Addendum B*).

## **Decorations/Visual Aids**

For preservation of the space, the use of glue, tape, tacks, nails, staples, confetti, or other similar items are prohibited from being placed on any surface in the room (e.g. tables, chairs, baseboards, doors, walls, floor, windows, ceiling, etc.).

## **Food & Drink**

Snacks and beverages are allowed. Cleanup is the responsibility of the Groups/Individuals using the space.

## **Noise**

All Groups/Individuals shall be considerate of the Library, will keep noise to a minimum and event activities shall be confined within the Community Room.

## **Nuisance**

Groups/Individuals are responsible for the conduct of all guests. The cause of public nuisance, at the discretion of the Police Department, will be grounds for ejection from the building.

## **Open Flame**

Candles, torches, butane burners or any other open flame producing devices are prohibited.

## **Parking**

Parking is permitted on-street and/or in public parking lots.

## **Pets**

Pets are prohibited with exception of licensed support animals.

## **Rental Fee**

The use of the room is free of charge.

## **Reservation**

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 in accordance with the Priority of Use mentioned above.

The person making the reservation must be 18 years of age. Upon receipt by the City Clerk's office of the signed Reservation Application (*Addendum B*), the Community Room calendar will be checked for availability. If the purpose of the event conforms with this policy and the date and time are open, the *Community Room* will be reserved for the Group/Individual making the application.

If the reservation application is for multiple days, the City Clerk's office has the discretion to approve or deny this type of request.

## **Reservation Cancellation**

In the event of cancellation, written notice is required to be delivered via email to the Clerk's office at [cityhall@ci.altoona.wi.us](mailto:cityhall@ci.altoona.wi.us) preferably no less than 24 hours prior to the event.

## **Set Up**

Organizations/Individuals are responsible for all set up. Organizations/Individuals may set up and use tables and chairs found in the Community Room. **Users of the room are responsible for returning the tables and chairs to the configuration at which they were found before the event.**

## **Smoking**

Smoking is prohibited.

## **Supervision**

The event must be supervised by a responsible adult who is at least eighteen years of age.

## **Trash**

All Groups/Individuals are responsible for the disposal of trash at the end of the event. The City's dumpsters and recycling containers are located behind City Hall.

# City of Altoona

