

Refunded by _____

BUILDING USE POLICY

PRIORITY USE: The village board has priority of use every Wednesday evening for regular and special meetings. The fire department has priority of use the first Thursday evening of every month (half of the room). The Lion's Club has priority of use the second Thursday evening of every month (half of the room).

SCHEDULING: The Village Clerk/ Treasurer will handle all scheduling, key disbursement and fee collections related to the use of the community room.

PAYMENT: Payment must be received at least 30 days prior to the event. If the reservation is made with less than 30 days to the event, payment must be received within 24 hours.

SECURITY DEPOSIT: Security deposit and Room use fee will be waived for Village of Oakfield non-profit organizations only, on the condition the room is cleaned to satisfaction.

SETUP: Setup is to be done on the same day of the event. If available, setup may be done one night prior (start time will vary) and requires an additional \$25.00 fee.

TIMING OF EVENT: All events must be concluded and all clean up must be accomplished by midnight.

KEY PICK UP: The facility key will be available for pick up during the week prior to your event or weekend from 9:00am-4:00pm Monday- Thursday and from 9:00am-12:00pm Friday.

KEY RETURN: The facility key must be returned in the village drop box located inside the front doors or during regular office hours the next business day. Failure to return the key will result in a forfeiture of deposit and a possible additional charge.

SMOKING: Smoking is not allowed in any part of the building.

ALCOHOL: Alcohol consumption will be allowed within the confines of the existing law. (Additional deposit is required)

GARBAGE & RECYCLING: Any and all garbage created by your event must be removed from the community room and placed in the marked garbage and recycle containers located behind the building. The Village of Oakfield **DOES** recycle so please place those items in the proper container.

SIGNS & DECORATIONS: Please do not attach signs, posters, banners, tablecloths, etc. to the structures or furnishings using thumbtacks, push pins, tape or other items that could cause permanent damage. Please remove all decorations at the end of the event.

CLEANING: All cleaning is to be immediately done after the conclusion of an event. Failure to clean adequately will result in the forfeiture of the security deposit.

*****You must bring your own cleaning supplies for wiping down tables and counters*****

TO BE COMPLETED AT THE END OF YOUR EVENT:

- ☐ Empty all garbage & take outside to proper containers
- ☐ Wipe down all counters, tables & chairs and appliances used with a sanitizing/cleaning spray
- ☐ Remove all decorations & tape
- ☐ Vacuum (vacuum located in community room closet)
- ☐ Check restrooms & clean up if needed
- ☐ Put back tables & chairs to their original position according to the diagram posted on the inside of the community room closet door.