



HALL/AUDITORIUM RENTAL APPLICATION

Name of (Person)s or Group / Organization:

Please attach copy of justification of Group / Organization i.e.: (by laws, corporation document)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Date Requested: _____

Time of Function to Start: _____

Time of Function to End: _____

I / We acknowledge that I / We have been furnished a copy of the Somers Hall/Auditorium Rental Policy and shall comply with all provisions of said policy.

Signature of Applicant: _____

OFFICE USE ONLY

Approved by Village/Town Personnel:

Deposit Received:

\$ 300.00

Date: _____

Hall/Auditorium Rental Fee Received:

\$ 125.00

Date: _____

Signature: _____

Hall/Auditorium will be Opened: _____

Closed/Locked: _____

Deposit Refunded: \$ _____

Date: _____

RESOLUTION NO. 2023-009

WHEREAS, the Village Board of the Village of Somers has historically made the Village/Town Hall available for use by Village/Town residents; and

WHEREAS, it has been and continues to be the policy of the Village and Town of Somers not to discriminate on the basis of race, religion, sex, sexual orientation, marital status, or ethnic background; and

WHEREAS, it is the intention of the Village and Town Boards to continue to allow the use of the Village and Town Hall by Village and Town residents and Village or Town-based non-profit groups for the purpose of family gatherings, non-profit events and such other activities as are outlined herein; and

WHEREAS, it is the desire of the Village Board to clarify the policy for Village and Town residents and for Village and Town based not-for-profit groups to use the Village/Town Hall; and

WHEREAS, consistent with such regulations, the Village staff monitors the use of the Village/Town Hall by not-for-profit groups and organizations to ascertain compliance with such regulations and, in general, to insure that such organizations or groups are utilizing the Village/Town Hall facilities in an appropriate manner, including restoring the facilities to the condition of cleanliness and orderliness in which they were found prior to such use; and

WHEREAS, the Village Board has received requests from various Village and Town based not-for-profit groups and organizations to waive rental fees and the requirement that security deposits be tendered pursuant to the regulations for the use of the Village/Town Hall by such groups based upon the financial need of such groups; and

WHEREAS, the Village Board recognizes that various Village or Town based not-for-profit civic organizations and groups provide valuable contributions to the community; and

WHEREAS, the Village Board has considered and established the hours which may encompass use of Village/Town Hall facilities as stated hereafter.

NOW, THEREFORE, BE IT RESOLVED that the Somers Village/Town Hall Auditorium shall be available to Village and Town residents only and that any individual together with any Village or Town based group, club, or organization using the hall shall be allowed such use only if the activity in question is non-profit and that upon request, any such individual, group, club or organization shall provide such information as shall be deemed necessary by the Village Administrator or the Village Administrator's designee to support the non-profit nature of the activity; further, any person, group, club, or organization who utilizes the Village/Town Hall facilities shall not discriminate against any person because of race, color, age, creed, sex, sexual orientation, religion or national origin nor shall such person or entity publicize,

advertise or otherwise direct the activity in such a fashion which would directly or inferentially reflect on the acceptability of the patronage of any person because of race, religion, color, ancestry, sex, sexual orientation, age or national origin.

BE IT FURTHER RESOLVED, that any person, group, club or organization (hereinafter "user") shall only do so subject to compliance with the following regulations:

1. That the user shall hold the Village and Town, the Village and Town's elected officials, employees, agents and representatives harmless from and shall defend and indemnify all of the same from and against all liability for injuries to or deaths of persons or damage to property arising from activities conducted by user, including loss predicated on the active or passive negligence of the Village or Town, its officers, agents or representatives.
2. The user shall complete an application and pay appropriate fees for the rental of the Auditorium, unless waived by the Village Administrator, which fees shall be deposited at the time the application is accepted by the Village or Town.
 - (a) A Three Hundred (\$300.00) Dollars refundable deposit is required for all who rent the Village/Town Hall to be refunded only after full inspection of hall is completed by staff and all written policy guidelines have been met. Any cleaning or repair costs shall be deducted from the deposit at the direction of cleaning staff.
 - (b) The hall rental cost shall be One Hundred Twenty-five (\$125.00) Dollars.
 - (c) No food other than light snacks/non-alcoholic beverages shall be allowed.
 - (d) All events where it is determined by the Village Administrator that it would be desirable to provide a security guard shall provide a security guard at the expense of the user, which expense shall be charged by the Village at the time of application.
3. Hours which Village/Town Hall facilities will be available for use shall be established by the Village Administrator after taking into consideration the availability of Village personnel to open/close the building and other relevant consideration but in no case shall be before 8:00 a.m. or end later than 11:00 p.m. Rentals will be for events of a maximum duration of four (4) hours and users of the facilities will be allowed one (1) hour in advance of the event for setup and one (1) hour for cleanup, for a total maximum duration of six (6) hours.


4. Every group shall submit the applicable deposit in advance at the time of application; further, any determinations as to whether all or a portion of any rental funds shall be returned to the group in question shall be made by the Village Administrator and only after full inspection of the hall is completed by staff to insure all written policy guidelines have been met and all appropriate cleaning or repair costs have been deducted, if necessary. All areas used shall be returned to a condition of cleanliness which existed prior to the event.
5. No alcoholic beverages of any kind will be allowed in the Village/Town Hall portion of the building.
6. No fee shall be charged for use of the Village/Town Hall building for current elected federal, state or local officials, administrative agencies or their agents, to hold local office hours to meet with residents provided that the type of meeting or activity contemplated would not customarily require the incurrence of additional expenditures by the Village for cleanup or janitorial services following completion of the activity.
7. The Village or Town may prohibit the use of the Village/Town Hall on various days because of the needs of Village/Town government, on holidays such as Christmas Eve, Christmas, New Years Eve, etc., because of the unavailability of personnel to monitor the function, provide security or cleanup, or otherwise.

BE IT FURTHER RESOLVED that based upon a review of the requests by the attached named organizations, the Village and Town Boards hereby grant a waiver from the requirements that each such group pay rental fees and/or deposit a security deposit with the Village Clerk for the use of the Village/Town Hall facilities, such waivers being based upon the historical nature of the positive activities in the Village or Town of Somers which each such group has demonstrated in the past, the appropriate use of the Village/Town Hall facilities which each has demonstrated in the past and the condition that each such group, in being granted this waiver, shall continue to utilize the facilities in the same appropriate manner. This waiver is conditioned upon the continued use of the Village/Town Hall property by any group named on the attached exhibit in a manner which does not cause the incurrence of expenses to the Village by way of damage, cleaning, or the like, as determined by Village Hall staff. In the event any such expenses are incurred, the offending group or organization shall be removed from this list of exempt groups and organizations and shall prospectively be required to pay all normal and customary rental or deposit fees, should they be allowed continued use of the Village/Town Hall property.

BE IT FURTHER RESOLVED, that non-resident employees of the Village of Somers may make application to the Village Administrator for the use of the Auditorium for not-for-profit purposes, which requests shall be acted upon on a case-by-case basis by the Village Administrator. The Village Administrator may waive fees for such use at his or her discretion.

Dated at Somers, Wisconsin, this 23rd day of May, 2023.

VILLAGE OF SOMERS

By: 
George Stoner, President

Attest: 
Brandi Baker, Clerk/Treasurer



EXHIBIT "A"

VILLAGE OF SOMERS
Auditorium Rental Approval List

	Application on File
Girl Scouts of Kenosha Co. Brownie Troop 066	Yes
Girls Scouts of Kenosha Co. Brownie Troop #193	Yes
4-H	Yes
Somers Fire & Rescue Annual Christmas party kids	Yes
Somers Village Condo Assoc.	Yes
Country Meadows Condo Assoc.	