



# GREENFIELD CITY HALL

## General Usage Policies & Procedures

Greenfield City Hall  
7325 W. Forest Home Ave.  
Greenfield, WI 53220  
(414) 329-5370  
Business Hours: M-F 8AM-5PM  
[www.greenfieldparksrec.com](http://www.greenfieldparksrec.com)

The City of Greenfield is pleased to make available the Greenfield Community Rooms for legitimate community use. All applicants may be subject to final approval of the City of Greenfield. Private parties (weddings, socials, etc.) and commercial (for profit) businesses are not eligible to reserve the facility.

1. Reservation **priority** will be give to:
  - City of Greenfield Common Council
  - Standing Committees of Council
  - City of Greenfield Parks & Recreation Department programming and other City inter-departmental functions.
  - Greenfield community -based (nonprofit/tax exempt) organizations/groups. The sponsoring organization/group must reside and operate within the corporate limits of the City of Greenfield. In addition, participants/membership must consist of over half (50%) Greenfield residents.
2. A completed (signed) application form must be submitted to the **Parks & Recreation Department** at least two (2) weeks in advance of the desired date(s).
3. An organization/group name may request to reserve the Greenfield Community Rooms for:
  - No more than two (2) dates per month.
  - A maximum of three (3) months in advance (at the time of application).
  - Activities shall be limited to normal business hours (Monday-Friday 8AM-8PM) except holidays when City Hall is closed.
4. Activities in the City Hall Rooms may not exceed the posted capacity of said rooms.
5. Activities shall not result in any expense to the City of Greenfield.
6. Activities shall not interfere with the conduct of city business.
7. The user must provide responsible adult supervision for groups whose age is 17 or under. For such groups, one adult supervisor shall be provided for each 15 participants, unless another specific agreement is reached.
8. The person or group utilizing the facility will be held responsible for any damages, which were incurred during use and shall reimburse the City of Greenfield for such damage.
9. Use of and/or possession of any alcoholic beverages will not be permitted unless prior approval is granted.
10. Time requested on Application & Agreement form must include adequate time for set-up and take-down.
11. Smoking will not be permitted.
12. Movement of equipment, furniture, etc. must be approved in advance of the Application & Agreement form. Furniture and equipment must be returned to its proper location at the end of the activity.
13. Any required clean-up is the responsibility of the USER.
14. No signs or decorations may be erected or displayed without specific advance approval. These must be removed by the USER at the end of the scheduled function.
15. It is to be recognized that authorization for use shall not be considered as an endorsement of or approval of the activity group or organization or the purpose they represent.
16. The applicant agrees to abide by all rules and regulations and to indemnify and to forever save harmless the City of Greenfield and its officers, agents, and employees from any and all claims of whatsoever kind, nature, or description arising out of the use of the Greenfield Community Room controlled by the City of Greenfield, pursuant to the forgoing application or any modification thereof.



# Application & Agreement for Use of City of Greenfield Community Room

Be sure to read carefully and understand all policies and procedures given along with this form **prior** to completing Application & Agreement for Use.

Organization/Group Name: \_\_\_\_\_

Person(s) Responsible/Submitting: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Application Date: \_\_\_\_\_

Date(s) desired for use (please see General Usage Policies and Procedures)

MONTH (Limit of three months can be scheduled at a time.)	DATE(S) (Limit of two dates per month.)	TIMES (Including set-up/clean-up time. Indicate AM/PM.)
		To
		To
		To
		To
		To
		To

Purpose/Activity to be held (please describe): \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Room requested (please circle): **Room 100** (Council Chambers)      **Room 201**      **Room 204**      **Besson Community Room**  
Room Capacity:                                  150                                  8                                  40                                  100

- The permittee agrees to monitor publicity and advertising to ensure that written or telephone inquiries about the event will not be directed to the Parks & Recreation Department office.
- The permittee is responsible for the setting up of the room (tables, chairs, etc.) and putting them away at the conclusion of the activity.
- I, the undersigned person representing the above named organization agrees to use the Greenfield City Hall facilities in accordance with the policies and procedures that I have received and reviewed and any specific restrictions, directions, or modifications that may be noted below as a condition for use.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**FOR OFFICE USE ONLY:**

Approved       Not Approved       Approved with Restrictions

Restrictions: \_\_\_\_\_

Unavailable for This Reason: \_\_\_\_\_

Special Directions: \_\_\_\_\_

Date: \_\_\_\_\_ Department of Parks & Recreation Director: \_\_\_\_\_