



Building our Future,
Honoring our Past

104 Peter Thein Ave
Belgium, WI 53004
(262) 285-7931
(262) 285-3479 Fax

Rules and Regulations for use of Village Facilities by Non-Profit Groups

Reservations: Any Non-Profit Group(s) wishing to use a Village Park Facility for a community event that is open to the public, shall submit a request via the online portal or contact Village Hall at 262-285-7931 to reserve the desired date and time. Reservations of Park Facilities for Community Events hosted by Non-Profit Groups can be made up to one year in advance of the event. The calendar for private rental of Village Facilities will be open to the public starting January 31 of each calendar year, after which reservations for community events shall be granted based on availability. Reservations for use of Village Hall for Non-Profit meetings may be made up to two months in advance. The Village of Belgium shall have the authority to cancel any scheduled event at any time when, in its judgment, such use would be detrimental to the facility, shelter, refreshment stand, and/or park.

Insurance: The Non Profit Group(s) using any Village Facility may be asked to provide proof of general liability insurance. Said policy shall be kept in force for the duration of the use of any Village Facility as indicated in the User Agreement and shall be attached to the User Agreement as an amendment if requested by the Village. Failure to secure and keep in force such liability insurance during the duration of the use of Village Facilities shall make the User Agreement null and void.

User Agreement: The Non Profit Group(s) using Village Facilities shall sign a User Agreement prior to using Village property.

Use Rules

1. The Non Profit Group(s) using the Village Facilities shall clean the facilities used after each day of use, restoring such areas to the condition they were in before the event. Within 48 hours after the completion of an event, an employee of the Village of Belgium will inspect the Village Facilities. If additional clean-up is required, the cost of such work by the Village of Belgium employees shall be charged to the Non Profit Group(s).
2. Any damage or vandalism done to Village Facilities during the event shall be repaired by the Village of Belgium and all costs of such repairs shall be billed to the Non Profit Group(s) using the Village Facilities or an identified responsible party.
3. The Non Profit Group(s) using Village Facilities must vacate the premises by midnight. Any music must end no later than 11:00 pm.
4. The key(s) to any Village Facilities must be picked up during regular business hours (*8:00 to 5:00 Monday through Thursday and 8:00 to Noon on Friday*) at Village Hall, 104 Peter Thein Avenue, Belgium, WI 53004. The key(s) are available for pick up the last weekday prior to the event. Please note that failure to obtain the key during regular office hours may result in you not being able to obtain access to the building. Village staff is not responsible for providing the key after regular business hours. However, IF staff is available to provide you with after-hours access, you will be charged a minimum of \$50 or actual costs, if more, for the employee's time. The key(s) must be returned to Village Hall or left in the drop box no later than the first weekday after the event. Failure to return the key will result in a charge of \$50.
5. The Non Profit Group(s) if intending to sell or serve intoxicants at an event shall comply with all licensing requirements of the State of Wisconsin and the Village of Belgium.

Any party, group or person who knowingly refuses to comply with the foregoing Rules and Regulations, or who knowingly permits conditions to exist which are detrimental to Village Property and/or surrounding area, shall forfeit its right to future use of said facilities.