

Community Room Rental Agreement

Hall Capacity 175

Rental Fee: \$100 resident \$150 non-resident \$0 non-profit

Security Deposit (applies to ALL reservations): \$200

Please Note: If paying by check, check is cashed.

Deposit will be forfeited completely if key is not returned (if provided).

PRICES ARE SUBJECT TO CHANGE.



Applicant Name _____ Phone Number _____

Address _____

Email Address _____

Organization (if applicable) _____ Type of Event _____

Date of Event _____ Time Period of Rental _____

Reservation Terms and Conditions:

A refundable security deposit is required to insure that the conditions of the agreement are met. The applicant is responsible for cleaning the Community Room before closing time (cleanup checklist attached). Any additional maintenance or clean-up required beyond considered normal will be billed to the applicant. Additionally, the Village may provide a key for entry to the building; if you do not return the key to the Village offices after your event, you will forfeit your entire security deposit. I agree to accept full responsibility for the terms and conditions of this application, and state that it is accurate and complete. I also agree to indemnify and hold harmless the Village of Kronenwetter, their employees, elected and appointed officials from any liability from claims of bodily injury, property damage and of any other nature arising from the use of the Village property by applicant, the organization or its members, invitees and guests. I have received a copy of the PROCEDURES AND USAGE attached to this form. I agree to abide by all rules and regulations as established by the Committee for use of buildings and facilities.

Applicant Signature _____ Date _____

Village Staff Member Signature _____ Date _____

- Office Use Only -

Rental Fee Paid: Amount \$ _____ Check # _____ Cash CC/DC _____

Security Deposit Paid: Amount \$ _____ Check # _____ Cash CC/DC _____

Security Deposit Refunded: Amount \$ _____ Check # _____ Refund Date _____

Additional Charges \$ _____

Key # _____ Check Out Date _____ Key Return Date _____

Copy to Police Department

(VB APPROVED 10/13/15)



Community Room Rental Procedures and Usage

- **Before** making a reservation, please check availability either on the Village website (www.kronenwetter.org) under Community Reservations or by calling the Municipal Center at 715-693-4200. Making a reservation via mail or online in no way guarantees availability and is on a first come first serve basis. Reservations will be accepted up to one (1) year in advance of event date
- **Before** a reservation for the Community Room can be booked, a **Community Room Rental Agreement** must be completed and returned with the appropriate rental fee *and* security deposit. The Village may provide a key for entry to the building for events being held during non-business hours to be picked up within one week prior to event and the **renter is required to return the key within one week after the event.** Renters who do not return the key will forfeit their entire security deposit. A reservation key drop box is located in the front entrance of the Municipal Center (by agenda display box) for after-hours return of key.
- Only the applicant is to enter through the side and/or lower door. All others use the front door for entry and exit.
- The deposit is refundable after the function is over and the area used has been inspected for damage. Failure to clean adequately will result in forfeiture of security deposit **at \$100 per hour** for needed facility cleaning. Refund will take a minimum of two (2) weeks to receive after event. If the Village provides a key to the renter and the renter does not return the key, the entire security deposit will be forfeited. If damage exceeds the deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
- Decorations – All decorations will be limited to placement on tables or countertops. Lighted candles, fog machines, smoke machines, dance wax or any other type of dancing compounds are not allowed. Decorations are to be removed immediately following the event by the renter. Do not use paste, tape, or staples on the walls and ceiling tiles.
- Set Up, Clean Up and Damage Policy. The renter is required to set up and take down all tables, chairs and personal items, decorations or equipment. Broom, dustpan, dry mop, wet mop & mop bucket, tennis balls on sticks (for scuff marks on floor), 18 tables, and 222 chairs are furnished for rental purposes. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items and clean up. Dates and hours include set-up, takedown and cleaning time. ~~The user is expected to clear and clean the building after use.~~ Cleanup checklist provided below. Recycling of glass, plastic, tin, and aluminum is required and shall be placed in the recycling bins provided. All garbage shall be placed in tied plastic bags and discarded in the garbage container in the North parking lot. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, damages, or charges due to the negligence on behalf of the renter where police and/or fire respond which exceeds the security deposit.
- Driveways **MUST** be kept open at all times, allowing space for the entrance of an ambulance or fire truck. Absolutely **NO** parking will be allowed in front of Fire Department and Police Department bays.
- One or more adult chaperones must be present throughout all youth meetings and parties.
- Alcohol is allowed, but may not be consumed directly from glass containers. Alcoholic beverages may not be sold on the premises. User shall insure that alcohol is consumed in accord with State law. All alcohol must be served inside the Municipal Center by an adult bartender, who is present at all times. **NO** alcohol is to be served to minors.
- All parties **MUST** end by 12:30 AM.

CANCELLATION POLICY

Security deposits are fully refundable in the event of a cancellation. *Rental fee* is fully refundable if cancellation is made at least 7 days before the event date. If change is not made at least 7 days before the event date, rental fee will be refunded less a \$25 administrative fee.

COMMUNITY ROOM CLEANUP CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Tables Washed | <input type="checkbox"/> Restrooms Clean? (upper & lower) |
| <input type="checkbox"/> Chairs & Tables Placed Back in Closet | <input type="checkbox"/> Kitchen Clean? |
| <input type="checkbox"/> Floor Swept/Scuff Marks Removed | <input type="checkbox"/> Garbage Removed & Placed in Dumpster |