

USE OF COMMUNITY CENTER

RESERVATION OF FACILITIES:

1. Use of the Community Center facilities can be reserved by appearing in person during regular office hours, Monday through Friday and filling out a reservation form. Village functions shall take priority. Reservations shall be made on a first-come, first-served basis.
2. Reservations should be made in advance and will be confirmed only when the rental fee is made and an agreement is signed and on file at the Village Hall. Personal checks will be accepted only from the person renting the facility. Deposit will be returned to the applicant within 30 days of the reservation date, upon the Village's inspection of the room. Village of Howards Grove shall have the right to retain any or all of the deposit it deems necessary to cover the cost of clean up and/or repairs.
3. A refundable \$100 deposit is due the day the key is picked up. A key needs to be picked up Wednesday through Friday Noon at the Village Hall Office, 913 S. Wisconsin Dr., Howards Grove during regular business office hours.
4. Failure to obtain the key during regular office hours may result in you not being able to obtain access to the building. Office staff is not responsible to help you get the key after regular business hours. **YOU MAY NOT BE ABLE TO HOLD YOUR EVENT AND FEES WILL NOT BE REFUNDED NOR DOES THE VILLAGE TAKE ANY RESPONSIBILITY FOR YOUR FAILURE TO OBTAIN ACCESS FOR YOUR EVENT.**
5. **Staff monitors the number of hours the building is used by reading the security code entered when arriving and exiting. Failure to enter the code upon exiting will result in the loss of your security deposit. If renter stays longer than the number of hours paid for, the additional fee will be deducted from the security deposit.**

Village Hall Staff

**VILLAGE OF HOWARDS GROVE
COMMUNITY CENTER ROOM USAGE POLICY**

RENTAL FEE:

The rental fee is \$_____ per rental period payable upon execution of the Rental Agreement to the Village of Howards Grove, 913 S. Wisconsin Dr., Howards Grove, WI 53083.

An additional \$100.00 rental fee is required to be paid by any Commercial/Industrial Private Enterprise/Business. If cancelled more than 14 days prior to the reservation, a refund less a \$15.00 processing fee will be returned. Cancellations less than 14 days to the reservation date will not be refunded.

USE OF PREMISES AND CLEANING:

Renter accepts the premises as being in good and sanitary order and condition, and shall leave the premises in the same condition or better as when received. Clean counters and tables, bag and remove trash, all food and supplies, which have been brought in. Cleaning supplies, dishtowels, dish detergent, serving utensils, etc. must be brought with you.

DAMAGES:

Renter shall assume all responsibility for any damages to the building and contents. Damage assessment shall be taken from the deposit paid by the renter and any balance remaining will be invoiced to the renter. If no deposit is required, renter will be billed full cost of damage.

HOLD HARMLESS:

The Village of Howards Grove or any of its officers, agencies or employees, will not be responsible for injuries, loss of or damage to personal property occurring as a result of your activity being conducted on Village property.

CONDUCT:

Violation of any segment of this agreement and/or Village Codes will be just cause for the denial of future reservation of Village facilities. Rowdy behavior or disturbances to residential neighborhoods adjacent to the Community Center will be just cause for immediate cancellation of the activity by the Village Constable or Sheboygan County Sheriffs Dept. (one warning will be given to the person in charge before cancellation). Music must be confined to the indoors.

RESERVATION OF FACILITIES:

Pick up the key a day or two before the event during office hours: Monday – Friday, excluding holidays. Remember we are only open until Noon on Fridays. If your event is during our office hours, you will not have to obtain a key; we will open the room for you.

CLOSING HOUR:

Closing hour of the hall shall be 1:00 a.m. All music must be discontinued by 12:00 midnight.

WALLS & CEILINGS

DECORATIONS:

No decorations shall be hung from any ceiling, wall or window in the facility, without prior notification and approval from the Clerk's Office. TAPE, STAPLES, NAILS AND TACKS ARE PROHIBITED. Decorations shall be removed by the renter. No part of the commons (entrance) area shall be used for displays or exhibits.

GAMES:

No games involving sharp objects are allowed.

CLEANING:

All cleaning is to be done immediately after the conclusion of an event. All garbage must be bagged and placed in the dumpster outside. We ask that you place any recyclable materials (glass, #1 and #2 plastic, aluminum and tin cans) in the Blue Recycling Bin in the kitchen. Any decorations must be taken down completely. All personal property must be removed at end of event rental period. Entire entrance hall, kitchen and Community Room floor must be swept and mopped.

KEYS, LOCKS AND LIGHTS:

The renter shall assume full responsibility for the security of the key. Key shall be returned to the upper level of the Village Hall and deposited in the utility payment slot after your weekend commitment is finished. A security code will be given to you to secure the building upon leaving. Renter assumes responsibility for entering the security code when leaving building. Failure to enter the security code will result in being charged for the maximum rental period.

All exit doors shall not be blocked as to impede traffic in case of emergency.

Renter is responsible for securing building and turning off all lights.

SMOKING

The Village Hall and grounds are a tobacco-free facility. Persons wishing to smoke must go off the municipal grounds or be inside their vehicle. Car ashtray containers must be used to prevent smoking materials from being deposited onto Village property.

CHAPERONES

In the event of minors using the meeting room, there shall be at least two (2) chaperones present for every 25 minors. Adult chaperones must be in attendance the entire event.

FOOD AND REFRESHMENTS:

Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the Community Center. Food may be brought into the facility in warmer pots and served. An oven is available to keep food warm.

Beer and Liquor may be served by private parties but NOT SOLD. The renter shall comply with Wisconsin State Statutes prohibiting the consumption of alcoholic beverages by minors unless they are accompanied by a parent or legal guardian.

Village Board must approve any activity where alcohol refreshments are to be sold. Appropriate Village licenses and permits must be secured prior to event/activity and displayed at the facility the day of the event. Permits may be issued by the Village Board. Application must be received in the Clerk's office one week prior to the Board meeting held the 1st and 3rd Tuesday of the month.

INSURANCE

If, in the opinion of the Village of Howards Grove, the activity requested implies any form of hazard, or risk of liability, the renter shall be required to furnish proof of \$1,000,000 public liability and property damage insurance that will indemnify the Village of Howards Grove. Such insurance must name the Village of Howards Grove as "Additional Insured" and shall give the Village ten (10) days prior notice in writing in the event of cancellation of the policy.

COMMERCIAL/INDUSTRIAL PRIVATE ENTERPRISE:

Any Commercial, Industrial or private enterprise/business must have Village Board approval prior to rental. Any commercial, industrial, private enterprise renting the hall must comply with all guidelines as set forth in this agreement. All Commercial, Industrial, Private Enterprise shall file with the Village Clerk, prior to the date of usage, a certificate of Insurance showing \$1,000,000 limit of liability, worker's compensation, automobile and naming Village of Howards Grove as an additional insured on their policy.

PETS

No pets are allowed in building or on property.

This policy is subject to change and review by the Village Board.

**VILLAGE OF HOWARDS GROVE
COMMUNITY ROOM RESERVATION FORM**

Village use of meeting rooms is a first priority and the Administrative Office reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in emergency situations. Time requested must include room set up and clean up time.

Community Room

(112 Maximum capacity) Resident
Non-Resident

Per Hour	*Refundable Deposit To be paid when key is picked up
\$15	\$100
\$30	

For cancellations, see Community Center Room Usage Policy form.

An additional \$100 Fee is charged for any commercial/ industrial/ private enterprise or business to the above fees for resident business or non-resident business.

Date required _____ Time required _____

Amount of people expected _____ Food being served: yes _____ no _____

Name of Person/Organization renting: _____
(Documentation may be required)

Reason for use _____

Contact person (if organization) _____

Address of renter _____

Home Phone: _____ Alternate Phone No: _____

Guarantee: (Damage to Village property)

For and in consideration of the use of the meeting room, any person or group using same hereby agrees to hold the Village of Howards Grove harmless from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Village for any and all costs for repair of any and all damage as may be caused directly or indirectly to the furnishings, room and/or facility by such use. *Damage will be paid from deposit with any remaining balance billed to renter. THE SIGNATURE ON THIS FORM CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE AND UNDERSTANDING OF THE CONDITIONS AND REGULATIONS OF THE ROOM USAGE POLICY AND ACKNOWLEDGEMENT THAT A COPY OF THE ROOM USAGE POLICY WAS RECEIVED.

Signature of individual or authorized representative of organization

Print Name

Deposit Return: shred check _____ Pick up check _____

Date

FOR OFFICE USE ONLY:

Rental fee paid _____ Deposit paid _____

Key Number _____ Key returned _____

Cleaning/Damage Charges _____

Security Code

Enter code, press "off"

Enter code, press "away"