



COMMUNITY CENTER RENTAL AGREEMENT

Town of Ledgeview
3700 Dickinson Road
De Pere, WI 54115

Today's Date: _____

Organization or Individual's Name:	
Name of Person in Charge of Event:	
Address:	City, State, Zip:
Phone Number:	2 nd Phone Number:
Email:	

Date of Rental:	Time From:	To:
Number of People Attending:	Type of Event:	
Will Alcohol Be Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Event Special Approvals Requested:	

RENTAL FEES FOR RESERVATIONS

	Category 1	Category 2	Category 3
Community Center Up to 4 Hours	\$100	\$200	\$400
Additional Hours After 4 Hour Minimum	\$25/hour	\$50/hour	\$100/hour

Refundable Deposit Resident & Non-Resident \$500
 Additional Cleaning above customary cleaning services \$75/hour

All other applicable fees are as listed in facility rental agreement and rental policy and are not eligible for discounts.

Category 1: Government Agencies, Non-Profit Organizations

Category 2: Town of Ledgeview Residents, Community Based Organizations Located in the Town of Ledgeview, Schools

Category 3: Non-Residents of Ledgeview, For-Profit Businesses

POLICIES AND REGULATIONS

- **Reservations:** Reservations for facilities are on a first come, first served basis. The adult signing the reservation form is the duly authorized representative for the group and is responsible for any and all damages, missing items, and clean up.
- **Hours:** The Community Room is available for rental on Monday-Thursday 8:00am-4:00pm, Fridays from 12:00 pm to 12:00 am (midnight), Saturdays and Sundays from 10:00 am to 12:00 am (midnight). No sales or solicitation for sales may be conducted. Premises must be cleaned and vacated within the period of time rented.
- **Rental Fees:** The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received.
- **Cancellations:** If a cancellation is made at least thirty (30) days prior to the scheduled event, the rental fee, less fifty percent (50%), will be returned. All fees are non-refundable if cancellation is made less than thirty (30) days prior to the scheduled event.
- **Keys:** A Key Card will be issued to turn off security and gain entrance to the building and a key will be issued to "lock open" the entry doors for guests. Instructions will be given to lock the building at final exit. The building will automatically lock and the alarm will be activated at the ending time indicated above. Please be sure to include clean up and exit time when completing this agreement. Any alarm charges will be assessed to the security deposit refund. Keys must be picked up by **4:00pm on Thursday** for Friday, Saturday, and Sunday rentals.
- **Security Deposit:** A security deposit of \$500 will be charged to renter for keys, equipment, damage and/or clean-up costs and is to be paid with the reservation fee. A separate check must be written for the security deposit. The deposit will be returned after the facility and/or equipment is inspected by Town staff and is found in good working condition. If there are charges against the deposit for additional cleaning or alarms, the deposit will be reduced.
- **Set up, Clean up, and Damage Policy:** The Renter is required to set up and take down all tables, chairs, and personal equipment. Renter is responsible for cleaning all areas utilized, including wiping off tables and chairs, sweeping, vacuuming, taking care of spills, mopping floors, removal of garbage and recyclables, and removing all decorations, personal equipment, etc. 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, or damages, over and above the security deposit, as well as be subject to loss of future rental privileges. The Town of Ledgeview is not responsible for any equipment or items left behind. A service charge of \$100 will be assessed if Town personnel are called to correct any problem created by the Renter, or if the facility is not locked and is left unsecured.
- **Decorating Information:** All decorations will be limited to placement on tables, countertops, or free-standing easels. **Nails, tape, tacks, staples, wall putty, and screws are strictly prohibited. Glitter, confetti, rice, silly string, or natural flower petals are not allowed at any time.** Lighted candles, dance wax, or any other type of dancing compounds are not allowed. Decorations must be removed immediately following the event by the renter.

- **Pets:** No dogs, cats, or pets are allowed in Community Center. An allowance will be considered for service dogs with advance notice.
- **Smoking Policy:** Smoking is prohibited on the premises and grounds at all times.
- **Alcoholic Beverages:** Beer and wine products are allowed with rentals, however, shall NOT be sold on site at any time. Payment of alcohol service provided by a caterer must be done off site. It is the renter's responsibility to ensure that all laws relating to alcohol service and consumption are abided by, especially relating to underage drinking. The renter assumes all responsibility for any and all incidents/damage stemming from alcohol related issues. Alcoholic beverages shall not be distributed or consumed within the premises of the Community Center after 12:00am (midnight).
- **Noise Control:** Noise levels shall not cause a disturbance of the surrounding neighborhood. Excessive noise levels will result in the notification to the Sheriff's Department. The Renter shall be given one verbal notice to lower the noise volume. If additional complaints are received, the event may be terminated, and future applications may be denied. No bands, stereos, or any other amplifying devices are allowed in the Community Center without prior approval upon application.
- **Sale of Concessions, etc.:** Sales of any kind are not permitted in Town of Ledgeview facilities.
- **Admission Fees:** No admission fees, donations, or contributions shall be collected or be permitted to be collected by the Renter unless authorized by the Town of Ledgeview.
- **Parking:** Parking of cars shall be only in areas designated and authorized by the Town of Ledgeview. No motorized vehicles are allowed to be parked or driven on non-paved areas. No blocking of access to Town Fire Department will be permitted. Damage done by vehicles parked on non-paved surfaces will be the responsibility of the Renter who will be billed for said damage.
- **Violations:** Any violation of the above rules and regulations may subject all permits to be revoked and the event to be cancelled or terminated by the Town of Ledgeview, without any liability to the Town for any anticipated or actual damage or loss incurred. The Renter agrees to hold the Town of Ledgeview, its employees, representatives, or agents harmless for any such damage or loss. Any violation of these rules may be grounds for the denial of future requests by the Renter for use of Town owned buildings or facilities. **No illegal activities will be allowed, and violators will be prosecuted to the extent of the law.**
- **Capacity:** The 112-person capacity is limited to the number of designated tables and chairs. Renter is not permitted to bring in own tables or chairs.
- **Supplies:** Renters must provide their own supplies, i.e., paper plates, utensils, condiments, etc. Any items not removed by the Renter at the time of final exit is considered Town property unless other arrangements are authorized.

GENERAL INFORMATION

- Garbage and recycling must be taken with by the Renter and clean trash bags shall be left all refuse collectors.
- The room must be left in meeting style order.
- Any spills or damage shall be immediately reported to the On-Call Staff at 920-606-9897.
- Refrigerator, oven, microwave, and sink are available for use; tables and chairs will be provided.
- The key card must be returned in the drop box to the left of the keycard panel at the end of the event.
- Restrooms are available.

DISCLOSURE

- The Community Center is equipped with both indoor and outdoor security cameras throughout the entire building. Any security footage can and will be used to determine the source and/or the cause of any damage, spills, or inappropriate behavior occurring during the event. The video footage is exclusively and solely property of the Town and may be obtained through the open records process.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

- The Renter agrees to indemnify and hold harmless the Town of Ledgeview, its employees, officials, officers, agents, or agents' employees from all loss, damages, liability or claims arising out of Rental Date operations and/or use of the premises, except to the extent same are caused by negligence or misconduct of the Town of Ledgeview.
- The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Town of Ledgeview, its employees, officials, officers, agents, or agents' employees arising out of the conduct of Rental Date operations and/or use of the premises.
- The Renter shall bear all other costs and expenses related thereto. The Town of Ledgeview shall have the right to approve any legal counsel selected to defend the Town of Ledgeview in such claim or alleged claim.
- It is understood by the Renter that he/she is held personally liable and responsible for their attendees complying with the Rules and Regulations of this Rental Agreement.

_____ Renter's Signature _____ Date

_____ Authorized Town Designee _____ Town Employee Inspection _____ Date

OFFICE USE ONLY		DEPARTMENT NOTIFICATIONS:
RENTAL FEE:	AMOUNT PAID: \$ _____ Alcohol: ? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
SECURITY DEPOSIT:	AMOUNT PAID: \$ _____	
	DATE PAID: _____	
	DATE DEPOSIT RETURNED: _____	DPW: _____
		ADMIN: _____