



2016 VILLAGE OF ALLOUEZ
COMMUNITY CENTER AND VILLAGE HALL APPLICATION
 Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

ORGANIZATION NAME: _____ **Main Contact:** _____

Email: _____

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

EVENT INFORMATION

Community Center Village Hall

Date of Event: _____

Time of Event:

Start Time: _____ am/pm End Time: _____ am/pm

Number of persons attending: _____

Type of Rental: _____

RENTAL FEES

\$52.50 for the first four hours of rental (Non-Exempt)

\$50.00 for the first four hours of rental (Exempt)

\$10.00 each additional hour

*Refundable cleaning deposit of \$100.00

Other Fees for Village Board Room:

\$10.00 for use of Overhead Projector (computer not included)

\$10.00 for use of T.V. and DVD

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the rental fee and be held responsible for any and all damage to persons, property, and premises.

Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney's fees.

Signature of Lessee

Date

FOR OFFICE USE ONLY: Approved by: _____		Date: _____
Rental Fee: \$ _____	Date Paid: _____	Receipt # _____
Security Deposit (\$100): \$ _____	Date Paid: _____	Receipt # _____
Overhead Projector: \$ _____	Date Paid: _____	Receipt # _____
T.V. & DVD: \$ _____	Date Paid: _____	Receipt # _____
Security Deposit Returned Date: _____	Check #: _____	
Date Key Issued: _____	Date Key Returned: _____	



VILLAGE OF ALLOUEZ COMMUNITY CENTER AND VILLAGE HALL APPLICATION RESERVATION AND GUIDELINES

CLEANING: Premises must be cleaned and vacated by the ending time stated on this contract. It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time in the room

RENTAL FEES: All Village Sponsored programs hold first priority. The rental fees must be paid in full when making your reservation. Dates will not be reserved until required payment is received.

CANCELLATIONS: Dates may not be changed for reservations and reservation deposits are not refundable.

SECURITY DEPOSIT: A security deposit of \$100.00 will be charged to all groups renting the facility for equipment, damage and/or clean-up costs and will be returned after the facility and/or equipment is inspected by Village staff and is found in good condition.

SET UP, CLEAN UP & 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 & chairs, removing all decorations, sweeping/spot mopping floors at community center and personal equipment. Caterers will share in the responsibility for the use and clean up of the premises. 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 as well as be subject to loss of rental privileges for one year. The Village of Allouez is not responsible for any equipment or other items left in the room.

SMOKING/DRINKING POLICY: *Alcohol and smoking is prohibited inside and outside the building at all times.*

SALES: No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

COMMUNITY CENTER ROOM:

- Includes restrooms, tile flooring, air conditioning, tables and chairs. The room is approximately 40' x 25' (1,000 square feet). There is no kitchen facility available.

HOURS: The Allouez Community Center is available for rental:

- Monday-Friday: 4:00pm-9:00pm
 - Saturday & Sunday: 10:00am-9:00pm
- *Village run programming has priority over space use.

KEYS: Keys must be picked up at the Village Hall during regular business hours (weekdays 7:30am-4:00pm) within 3 days of the rental date. There will be no admittance to the building for the renter if keys are not picked up. Keys must be returned within 2 business days following the rental. Cleaning deposit will be processed after keys are returned.

VILLAGE BOARD ROOM:

- The village hall may not be used for the following political activities: campaigning, recall activities or fundraising. Listening sessions and candidate debates are allowed.
- Consists of approximately 80 chairs, 5 tables, projector, projector screen, T.V. & DVD player.

HOURS: The Allouez Board Room is available for rental Monday through Friday, 7:30 a.m. – 4:00 p.m.

If you have questions concerning anything addressed in this contract please contact the Allouez Park & Recreation at 920-448-2804.