



# Village of Grantsburg Rental Agreement Community Center/Meeting Rooms

## RESERVATION AND KEYS

1. All reservations must be made with the Village Office.
2. Reservations are on a first come first serve basis.
3. The deposit must be paid when a date is reserved, and fee must be paid prior to using the Community Center – at least one business day prior to the event being scheduled.
4. The Village Office must be notified of any cancellations at least five (5) days prior to the date reserved to have the deposit returned.
5. Arrangements should be made through the Village Office for the unlocking and locking of the Community Center and Meeting Room.

## FEES

|                                                                                                                           |                                    |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Meeting Room (9am – 4pm *Monday – Friday)                                                                                 | \$50.00 per each 3 hours           |
| Full Community Center                                                                                                     | \$300.00 + \$150.00 damage deposit |
| Small Group Rental (30 individuals or less, less than 100 hours of usage in a 12-month period, minimum charge of 2 hours) | \$10.00 per hour                   |
| Large Group Rental (over 30 individuals, more than 100 hours of usage in a 12-month period)                               | \$7.00 per hour                    |
| Fob/Key Deposit                                                                                                           | \$50.00                            |

For other usage the Village Board will determine fees.

## POLICIES

1. Smoking and/or vaping is prohibited in all areas of the Village Office building and surrounding property owned by the Village.
2. No animals are allowed in the Village Office building unless they are service animals.
3. The meeting room of the Village is only available if not in use for other Village functions and must be used during the time period when the Village Offices are open. The meeting room must be cleaned after its usage by the renter. In addition, the activity the room is being used for must not be disruptive to the normal business proceedings of the Village Office.
4. The Community Center kitchen is meant to be a “serving kitchen” not as a kitchen to prepare foods for consumption. The kitchen has available two warming ovens, a commercial size refrigerator, and a chest freezer for the renters use. The kitchen does not have any utensils or dishes for use.
5. Alcohol is allowed in the Community Center subject to the following conditions:
  - a. A private party (must be by invitation only) can bring in their own alcohol for their event.
  - b. If a private party utilizes the above the alcohol can only be given away. It cannot be sold by any means. That includes the selling of tickets.
  - c. If the renter is having an event that is NOT private a picnic license can be obtained by a non-profit group or bona-fide club for fermented beverages (beer/wine coolers only) or for wine. A picnic license cannot be issued to an individual. Ask the Village Clerk for details on these regulations.

- d. If alcohol is on the premises the renter assumes all liability and responsibility of themselves and their guests as stated below.
  - e. The renter also agrees to abide by all state laws including those prohibiting the serving of alcohol to a minor.
6. Facility must be cleaned, vacated and locked by a pre-determined time.
  7. The person in charge must be at least 21 years of age for any activity.
  8. It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all state laws, as well as all Village ordinances, resolutions and policies.
  9. It shall be the responsibility of the renter to ensure that the size of the group assembling in the Community Center does not exceed the maximum capacity of 500.
  10. A Village of Grantsburg Police Officer or Village Employee shall have the right to enter the premises at any time.
  11. The Village of Grantsburg is not responsible for any articles left, lost or stolen on the rented premises.
  12. The Village of Grantsburg shall not be liable for any injuries, death or property damages arising out of the use by the renter of the Community Center/meeting room and the renter agrees to hold the Village harmless.
  13. Chaperones are required for any civic or social activity where minors are present. 50 minors or less – minimum of 3 chaperones; 50-75 minors – minimum of 4 chaperones; 75-125 – minimum of 5 chaperones.

#### **SCHOOL ACTIVITIES**

1. Chaperones are required for all school activities.
2. Must abide by all other regulations.

#### **DECORATIONS/MUSIC**

1. Decorations are permitted in the Community Center
2. Renter can decorate the day before the event if there are no reservations made.
3. No candles in the facility (state regulated).
4. No fireworks/pyrotechnic displays.
5. No music outside of the Community Center facility is allowed unless approved by the Village Board.

#### **CLEAN UP**

1. Activities must be over, and the facility cleaned, vacated and locked within a pre-determined time.
2. Responsibility of renter to:
  - Wipe, clean and dry all tables and chairs (if used).
  - Put all garbage in the containers provided (including taking out to the dumpsters).
  - Sweep all floors (clean up any spills, food etc.)
  - All food must be removed.
  - All decorations are to be removed.
  - All lights are to be turned off.
  - All doors should be closed and properly locked.
  - When finished, the Community Center should be clean for the next group that has it reserved.
3. If the Community Center is not cleaned to satisfaction, the deposit will be deducted from or additional charges will be assessed.
4. The renter agrees to pay for additional damages from misuse of the Center.

This rental agreement is made and entered into by and between the Village of Grantsburg, Wisconsin, referred to as "Village" and \_\_\_\_\_ "Renter".

**FACILITIES RENTED:**                      a. Community Center/Kitchen                      b. Meeting room(s)

**RENTAL PERIOD:**  
The above facilities shall be rented to Renter by Village on \_\_\_\_\_

**RENTAL FEE:**  
Renter hereby agrees to pay the Village the established rental fee, deposit and fob/key deposit at the time of application.

Rental Fee: \$ \_\_\_\_\_                      Deposit \$ \_\_\_\_\_                      Fob/Key Deposit \$ \_\_\_\_\_

**PURPOSE:**  
The premises are rented for the following reason: \_\_\_\_\_  
Approximate size of group: \_\_\_\_\_  
Names of Chaperones (if required): \_\_\_\_\_

**RULES AND REGULATIONS:**  
The Renter agrees to abide by all the rules and regulations as described in this document and accepts the conditions as written.

**Renter**

\_\_\_\_\_  
Renter Printed Name

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Address – City, State, Zip

\_\_\_\_\_  
Contact Phone Number

Date: \_\_\_\_\_

**Village of Grantsburg**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_