

VILLAGE OF LOMIRA COMMUNITY ROOM CONTRACT & RULES

425 Water Street Lomira, WI 53048

RULES AND REGULATIONS FOR THE USE OF THE COMMUNITY ROOM FACILITIES

SECTION I - GENERAL INFORMATION

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

Violation of any segment of this policy and/or Village ordinance will be just cause for the denial of future reservations of Community Center facilities and additional charges if necessary. Rowdy behavior or disturbances will be just cause for immediate cancellation of the activity by the local police department.

(ONE WARNING WILL BE GIVEN BEFORE CANCELLATION.)

A. Reservations of Facilities: Facilities may be reserved at the Clerk's Office. Reservations are on a first come first serve basis. Tentative reservations will not be held beyond 10 days. Reservations are confirmed only after payment is made in full and the signed agreement is on file with the Village Clerk.

B. Fees: Fees are based on rental of the facility as is and does not include special preparations, set-up or use of equipment which does not ordinarily belong to the facility.

There will be no refunds of the rental fees due to cancellations unless the Village Clerk is notified two (2) weeks prior to the reservation; or where, in the opinion of the Village, inclement weather or family emergency prevents the scheduled activity from occurring and there has been no cost to the Village. The security deposit is refunded if the facility (room and restrooms) is left clean and orderly. Time-stamped pictures are recommended as proof the room and restrooms were left clean.

C. Lights and Electricity: Lights are set with automatic sensors you will not need to turn on/off any lights. No alteration of the electrical wiring is permitted.

D. Hours of Use: Activities must be over by 12:00 AM. Facilities must be cleaned and cleared by 1:00 AM. Leave the room/building as you found it: clean and orderly, rows of tables with chairs placed at each table, according the layout diagram found in this contract.

E. Restrooms: Renter is also responsible for leaving the restrooms clean and orderly. Make sure floors are clean and all toilets are flushed.

F. Refreshments: Alcoholic beverages may be served but may not be sold. All beverages must be dispensed in paper, plastic or metal containers only.

G. Supplies: Please bring all supplies you need for your event, which include serve ware, towels and dish cloths, garbage bags, dish soap, cleaning supplies, etc. There is a broom with dustpan and a small mop available for use in the Community Room.

All cleaning is to be done immediately after the conclusion of the event, and tables and chairs must be put back the way they were found, unless other approved arrangements have been noted on the rental agreement. The Village Clerk and maintenance personnel will check the facilities after each event.

Extra charges may incur dependent on the condition the facilities are left in and upon compliance with this policy or security deposit will not be refunded in full.

SECTION II – GENERAL CONDITIONS OF USE

A. Litter and Trash: All litter and trash must be placed in proper receptacles. **Do not throw garbage into the recycle containers.** User is responsible for removal of trash from community room; this includes **bringing your own refuse bags for garbage.** Do not leave full bags of garbage in receptacles. You will also need to bring your own cleaning supplies to leave the room clean, if not cleaner, than you found it. A broom and dust pan is provided for you. Take trash/recycling bags home with you or dispose of them in the outdoor dumpsters located in the gated area on the southwest portion of the municipal building parking lot. **Do not leave trash/recycling bags in the Community Room!**

B. Smoking: The Municipal Complex has been designated as a “**smoke free**” building. NO SMOKING is permitted within the building. Smoking is permitted outside the building. PLEASE USE THE CONTAINERS PROVIDED.

C. Animals: It shall be unlawful to bring any animal into the facility except Service Animals. Any exceptions must be cleared with the Village Clerk.

D. Decorations: Decorating will be permitted only if the decorations are not fastened to the walls or ceiling and must be removed at the conclusion of the event. All decorations must conform to State and Village fire codes. **NO STAPLES, NAILS, STICKUMS OR TACKS MAY BE USED.**

E. Insurance: If, in the opinion of the Village, the activity requested implies any form of hazard, risk or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Lomira. Such insurance must name the Village of Lomira as “additional insured” and shall specify that the Village receive ten (10) days prior notice, in writing, in the event of cancellation of the policy.

F. Other Responsibilities: Any materials or equipment belonging to the renter must be removed from the facility and the grounds at the conclusion of the activity unless written permission had been granted to store it.

Items for use and/or consumption **may not be** delivered to the facilities prior to the reserved date and time specified on the agreement. Deliveries of any items must not be done unless the renter is there to receive the items.

Individuals for groups renting the facilities will be held responsible for the conduct of the people admitted to their activity.

All exit doors shall be unlocked and not blocked off or fastened shut so as to impede traffic in case of an emergency during hours of activity.

The Village of Lomira reserves the right to make temporary changes as needed on a case-by-case basis.

If the doors do not unlock according to the time you provided (see page 4) or other municipal building issues occur, please call the Department of Public Works cell phone at 920-948-7546.

SMOKING IS PROHIBITED IN THE MUNICIPAL BUILDING

CLOSING AND CLEANING REQUIREMENTS WHEN USING COMMUNITY ROOM

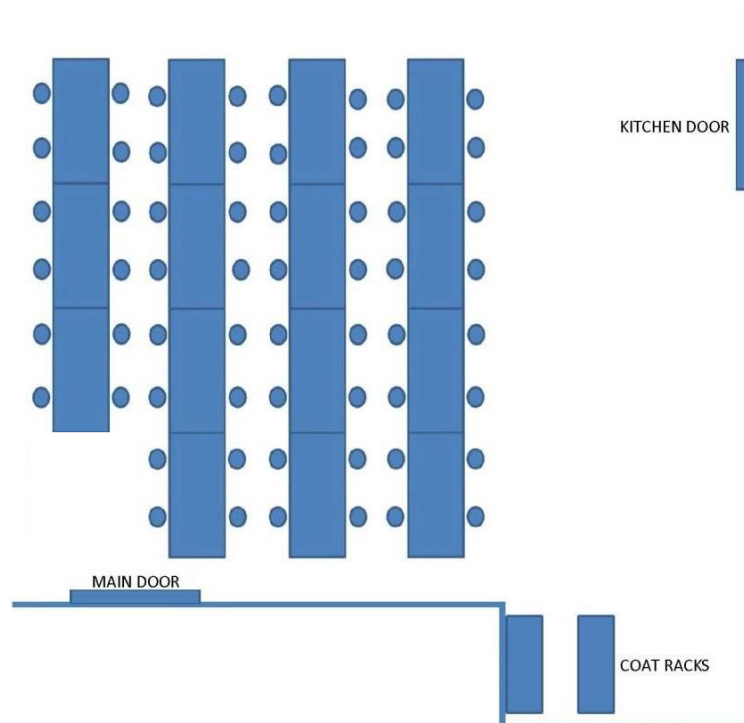
Individuals/groups are expected to leave the building in a clean condition, ready for the next group/organization. All cleaning is to be done by the lessee immediately after the conclusion of the event.

Use this as a checklist to make sure the room is clean before you leave.

Failure to completely clean may result in non-refund of your security deposit.

- * Empty garbage and recycling bins and place bags in dumpsters outside or take home ☐
- * Wet wipe all table tops, chairs, counter tops, stove, coffee maker, refrigerator and sink ☐
- * Sweep Community Room floor and wet mop where needed ☐
- * Put tables back in rows with chairs on each side, if extra chairs were provided, stack chairs ☐
- * All personal belongings are accounted for, nothing left behind ☐
- * Bathrooms are left orderly and toilets are flushed ☐
- * All exit doors are closed tightly ☐

*Tables and chairs should be arranged as closely as possible to what is shown in this diagram: rows of tables with chairs on both sides.



Village of Lomira Community Room Rental Agreement

Fee: \$150/ day and
\$100 security deposit

Renter's Name(s): _____

Organization: _____

Address: _____

Phone Numbers: _____

Date of Event: _____ Type of Activity: _____

Approximately How Many People Will Be in Attendance: _____

The signed renter will assume total responsibility for any alcohol consumption associated with the rental of the facility.

Will alcohol be served?: (Circle one) Yes No

Hour's facility will be in use (allowing yourself set up and clean up time): _____

The entrance doors and Community Room door will be set on an automatic unlock/lock schedule according to the times you provide.

****Please Note**** No one shall be permitted to set up the day before.

There are 15 tables and 60 chairs in the room. There are 30 more chairs available upon request made prior to rental date. **There are no more tables.**

Extra Chairs: Yes No

The renter is welcome to bring additional tables and chairs as needed.

_____ If yes how many / 30 maximum

I certify, by my signature, that I have received, read, and understand the conditions for the rental of the Community Room and Municipal Building facilities and agree to abide by the conditions, rules and regulations stated therein, and that the above information is accurate.

Signature (Must be over 18 years old)

Once completed, return this page and the rental fee to: Village of Lomira
Attn: Jenna Rhein, Clerk
425 Water Street
Lomira, WI 53048

Please call (920) 269-4112 option 2 with any questions or concerns.

..... **For Office Use Only**

Date Paid: _____ Cash / Online / Check # _____ Rental Fee Paid: \$ _____

Comments: _____

cc: Renter Clerk Police Dept. DPW