

THE VILLAGE OF



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

FEES

| RIDGEWAY COMMUNITY CENTER | Room | Rate – Non-resident | Rate - Resident/Not for Profit |
|--|---|--|--|
| | Main Level: Room 112 “Golden Room” | \$25/hour \$75/day \$550/month | \$20/hour \$70/day |
| | Multipurpose/Community Room & Kitchen Gym rental depending on availability | \$75/hour \$175/day \$40/gym add on | \$70/hour \$150/day \$40/gym add on |
| | Kitchen Only | \$25/hour \$75/day | \$20/hour \$70/day |
| | Gymnasium | \$25/hour (M-F) \$100/evening (M-F) \$50/hour Sat/Sun \$250/day Sat/Sun | \$20/hour (M-F) \$100/evening (M-F) \$40/hour Sat/Sun \$200/day Sat/Sun |
| | Library (depending on availability) | \$20/hour | \$15/hour |
| | Board room (Room 101/102) | \$50/hour \$150/day | \$45/hour \$135/day |
| | Upper Level: Room 201 (667sq. ft.), Room 206 (682 sq. ft.) | \$25/hour \$75/day \$550/month | \$20/hour \$70/day |
| | Upper Level: Room 205 (575 sq. ft.) | \$25/hour \$75/day \$600/month | \$20/hour \$70/day |
| | Upper Level: Room 202/203 (1,380 sq. ft.) | \$50/hour \$150/day \$700/month | \$45/hour \$135/day |
| | Upper Level: Room 204 (150 sq. ft.) | \$20/hour \$60/day \$250/month | \$15/hour \$55/day |

Immediate Action Contacts:

Village Office Cell Phone: 608-574-1797 | Marshal Michael Gorham Phone: 608-924-1030

Director of Public Works: 608-341-5238

Call 911 for Emergencies

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Ridgeway Community Center Rental Agreement:

Name of Organization/Individual Renting Facility: _____

Name of Person Representing Organization: _____

Address: _____

Phone number: _____ Email: _____

Purpose of Use: _____

Room Requested: _____

Date(s) Requested: _____

Exact Hours of Use: _____

Approximate number of people to attend: _____

| | |
|--------------------------------|--------------|
| Facility Fee: | |
| # of Hours/days/months: | |
| Subtotal: | |
| Deposit: | \$100 |
| Total Due: | |

| |
|---|
| Make Checks Payable To: Village of Ridgeway 208 Jarvis Street Ridgeway WI 53582 |
|---|

All paperwork must be received in the office at least seven (7) days prior to event.

No dates will be reserved until a completed agreement is signed by village staff. Monthly rentals are subject to approval by the Village Board of Trustees. **If paying by check, please write out a separate check for the deposit.**

Print Name: _____

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Deposit Amount Paid: _____ Date Received: _____ Check/receipt #: _____

Rental Fees Paid: _____ Date Received: _____ Check/receipt #: _____

Keys Issued by: _____ Date: _____ Keys Returned: _____ Date: _____

Security deposit returned: _____ Date: _____ Additional fees: _____