



208 Jarvis Street | Suite A | Ridgeway, WI 53582

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## **Ridgeway Community Center Facilities Rental Agreement**

Thank you for choosing the Ridgeway Community Center as your venue!

### **Provisions and Conditions of Use:**

- The building is available for rent seven days a week, with the exception of maintenance as required, duly made reservations, or special events.
- All activities must conform to Federal, State and Local Laws. The proposed activity or use is not to reasonably interfere with, or detract from, the general public's enjoyment of the Community Center.
- The proposed activity or use will not reasonably be anticipated to entice violence, crime or disorderly conduct and will not entail unusual, extraordinary or burdensome expense to the Community Center for police operations.
- The renting party/individual must be at least 18 years of age to rent the facility. Youth activities must have adequate chaperones/supervision.
- No admission fees or ticket sales may be collected on the premises without permission from the Board of Trustees.
- Selling alcoholic beverages is prohibited.
- The use of tobacco products inside the Community Center is prohibited.
- No confetti of any kind may be used. No lit candles.
- Only service animals are allowed.
- The organization/individual renting the facility accepts full financial responsibility for any damages done to village property during the rental period. Damage fees will be charged to the organization, including labor charges of \$50 per hour.
- Changes to the initial contract may result in additional charges or loss of use of the facility.
- The Village of Ridgeway reserves the right to reschedule an event should mitigating circumstances arise regarding the village's need for the facility. If rescheduling becomes necessary, the village will provide the organization renting the facility with advanced notice when possible.



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**The organization/individual renting the facility is responsible for:**

- Adequate liability insurance or indemnification. The Village of Ridgeway assumes no liability/responsibility for personal injuries or personal property damage under this agreement. The renting party must provide proof of liability insurance or agree to hold harmless the Village of Ridgeway, its employees, and/or its Board members, from any and all liability, loss, costs, or expenses arising out of the action of said renting party or their guests before, during, or after the described event.
- Securing appropriate personnel to handle traffic and crowd control. This is the sole responsibility of the organization renting the facility and is an additional expense outside this agreement.
- Completed agreement, insurance information, and full payment submitted to the village no less than 7 days prior to the event. The renter fully understands that failure to provide these items in advance of the event may result in loss of use of the facility requested. Also, no dates will be confirmed on the reservation calendar until an agreement is completed and authorized by village staff.
- Rental fees paid in full in order to pick up the **building key**. You must pick up your key from the Village of Ridgeway Office. Call the office to make arrangements to pick up the building key. Keys must be returned following the event. Failure to return the key within three days of the event will result in an additional charge. Failure to return the key may result in additional charges for lock replacement.
- Payment to the village for any damage to village property done during the rental period or as a result of the rental. Damages to the premises, equipment or property caused by the Renting Party, as an individual or organization, or by their guests, intentionally, unintentionally, or through negligence, will be paid for by the Renting Party. Any damage that may occur in excess of the security/damage deposit will be paid for by the Renting Party.
- Supervising rental participants and attendees during the rental. This includes making sure that attendees remain in rental areas and that everyone adheres to the rules and regulations of the facility. Failure to abide by facility rules and regulations may result in immediate closure of the facility and forfeiture of the fees paid.
- Setting up and taking down tables and chairs in rooms that are not already set up.
- Cleaning up the facility completely. This includes sweeping, emptying trashcans, taking trash to dumpsters, etc. Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges.
- Removal of all personal items immediately following the event. The Village of Ridgeway is not responsible for personal or private property brought to the premises.

By signing the "Facility User Agreement" you are agreeing to the above-mentioned provisions, rules, requirements, and fees.

*If you must cancel your reservation, the village must receive that information in writing, no less than 72 hours prior to the date of the event, or your deposit will be forfeited.*



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## **CLEANUP CHECKLIST:**

***A broom, dust pan, garbage bag, dust mop, towels, and cleaning rags are located in the utility closet next to the girl's restrooms and locker room on the north end of the building and in the dish pit area of the kitchen.***

- \_\_\_1. Remove all garbage (must be bagged) to the dumpster located on the southside of the building, outside of the Marshal's office. Place a new garbage bag in waste receptacles.
- \_\_\_2. Sweep floor including entryways/hallways used by your guests/attendees. Mop up any spills.
- \_\_\_3. Put away all borrowed equipment.
- \_\_\_4. Restroom use --- Check the restrooms to see that they have been left neat, free of litter and presentable for the next Community Center user.
- \_\_\_5. Remove all personal effects, equipment, decorations, or supplies.
- \_\_\_6. Turn off all lights in the bathrooms, hallways, and the space rented.
- \_\_\_7. Lock the main entrance doors and north entry doors. (If applicable)
- \_\_\_8. Leave key in the drop box near the north entry doors/lightpole on Jarvis Street. (If applicable)

*To ensure that your area is satisfactorily cleaned up and your deposit is returned, we recommend you check off each task as it is completed. **Thank you!***

THE VILLAGE OF



# RIDGEWAY

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## FEES

RIDGEWAY COMMUNITY CENTER	Room	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: \_\_\_\_\_