



Streets, Sidewalks, and Parks Committee Meeting Notice
Agenda

Date: Thursday, January 14, 2021, 6:30 p.m.

Location: Cardinal Community Center/RES
Multipurpose Room/Cafeteria
208 Jarvis Street
Ridgeway, WI 53582

Pages

1. Meeting Opening
 - 1.a. Call to Order
 - 1.b. Roll Call
 - 1.c. Confirmation of Open Meeting Law Compliance
Posted on **January 13, 2021** at the Village of Ridgeway Fire Station, USPS-
Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village
website.
 - 1.d. Adoption of Agenda
 - 1.e. Adoption of Minutes
2. Business
 - 2.a. Discuss draft facilities usage documents 2
 - 2.a.a. Other Community Examples 9
 - 2.b. Public Property Usage - Gym
Recommendation to board regarding policy and procedure for community gym
reservation
 - 2.c. Public Property Usage - Multipurpose Room/Meeting Rooms
Recommendation to board regarding policy and procedure for community
room reservation
3. Adjournment



113 Dougherty Court | Ridgeway, WI 53582

COMMUNITY USE OF VILLAGE FACILITIES/GYM RENTAL AGREEMENT

Thank you for choosing the Cardinal Community Center for 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.
- No food or drinks are allowed outside of the cafeteria/kitchen unless permission is obtained in advance, in writing, and attached to the rental contract. Consuming or selling alcoholic beverages within the gym is prohibited.
- The use of tobacco products inside the Community Center is prohibited.
- No confetti of any kind may be used. No lit candles.
- 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.
- If you are consuming or serving alcoholic beverages on the Community Center premises:
 - You must comply with all State of Wisconsin Laws regarding the consumption and distribution of alcohol (liquor, wine, or malt beverages).
 - A Temporary Class B License may be required. Contact the Village Clerk. Application shall be filed 30 days prior to event. See Chapter 8 of the Municipal Code for further details.
 - Please be advised the renting party, is responsible/liable for any damages that may incur as a result of serving alcoholic beverages on Community Center premises.
 - The sale of alcoholic beverages on the premises is prohibited.



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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 pickup 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 \$10 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.
- Cleaning up the facility completely. This includes sweeping, mopping (as needed), 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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Schedule of Rental Fees

With the exception of a not for profit (501c3) organization using the building for a business meeting (serving no food or beverages) a deposit is required.

All non-profit entities/organizations using the center do not pay a rental fee, however, are asked to help fundraise or provide service projects to assist with Community Center expenses. All other provisions, conditions, rules, regulations and cleanup applies to all users of the facilities.

Facility	Fee - Village of Ridgeway Residents	Fee – Non residents	Deposit
Gym	\$50	\$100	\$100
Kitchen			
Other			
Prior day setup with rental reservation			

- All rental hours will be charged to the full hour.

CHARGE HOURLY? BY THE DAY?

Special weekend rates?

The above listed fees are what we are currently charging for the park shelter.

Local government rate? Free?



113 Dougherty Court | Ridgeway, WI 53582

CARDINAL COMMUNITY CENTER FACILITY USER AGREEMENT

Facility Requested: _____

Name of Organization/Individual Renting Facility: _____

Name of Person Representing Organization: _____

Address: _____

Telephone: _____

Purpose of Use: _____

Date (s) Requested: _____

Exact Hours of Use: _____

Approximate number of people to attend: _____

Will alcoholic beverages be served? Yes No (Circle One)

Charges for renting these facilities can be excused by the Village of Ridgeway Board of Trustees. Damage and cleanup fees will still apply. Excused by: _____

DEPOSIT: \$100 Paid With: Cash Check No. _____ Date: _____

Facility Fee	
Days	
Subtotal:	
Deposit:	
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.**

FOR OFFICE USE ONLY:

Deposit paid: _____ Date: _____ Rental fees paid: _____ Date: _____
 Keys Issued by: _____ Date: _____ Keys Returned: _____ Date: _____
 Security deposit returned: _____ Date: _____ Additional fees: _____



113 Dougherty Court | Ridgeway, WI 53582

Multipurpose Room

CLEANUP CHECKLIST:

- A broom, dust pan, garbage bag, bucket, mop and cleaning rags are located in the storage room off the kitchen.

___1. Remove all garbage (must be bagged) to the dumpster located behind the building Place a new garbage bag in waste receptacle.

___2. Sweep floor including entryways/hallways used by your guests/attendees.
Mop up any spills.

___3. Wash down all tables used. All tables and chairs must be put back in their original location. If additional tables/chairs have been taken from the storage closet they must be put back in the storage closet.

___4. Kitchen use --- Remove all left-over/extra food & supplies. Thoroughly wash in hot soapy water and dry, any center owned utensils/equipment. If used, the stove, oven or refrigerator, wash down inside/outside. Wash down all counter tops, sinks, carts or shelves used. Rinse out coffee makers used. Wash down inside/outside microwave if used. Thoroughly, sweep the floor / mop up any spills/grease etc.

___5. Restroom use --- Check the restrooms to see that they have been left neat, free of litter and presentable for the next Community Center user.

___6. Remove all decorations, or supplies. Do not leave left-over/extra items in the building.

___7. Return building keys and borrowed supplies/equipment (ceiling clips, microphone, easel, projection cart, cooking equipment cart or any other items you may have borrowed from the Community Center).

*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!***



113 Dougherty Court | Ridgeway, WI 53582

Gym

CLEANUP CHECKLIST:

- A broom, dust pan, garbage bag, bucket, mop and cleaning rags are located in the utility closet next to the girl's restrooms and locker rooms.

___1. Remove all garbage (must be bagged) to the dumpster located behind the building Place a new garbage bag in waste receptacle.

___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. Return building keys and borrowed supplies/equipment (ceiling clips, microphone, easel, projection cart, cooking equipment cart or any other items you may have borrowed from the Community Center).

*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!***

Room Rental Area Comparisons

Community/Organization	Cost	Deposit	Notes
American Legion - Ridgeway	\$150		
Auditorium - Montfort Community Building	\$75	\$500	
Meeting Rate - Auditorium Montfort	\$20		3 hours or less
Gym - Hidden Valley Dodgeville	\$100	\$250	hourly
Conference Rooms - Hidden Valley Dodgeville	\$50	\$250	hourly
Kitchen - Hidden Valley Church	\$100	\$250	flat fee
Badger Rock Neighborhood Center - Madison	\$50		hourly weekday rate neighborhood residents get 25% off
Badger Rock Neighborhood Center - Madison	\$55		hourly weekend rate neighborhood residents get 25% off
Average Gym Rentals	\$30		hourly
Wisconsin Dells Gym	\$50		hourly for two courts
Barneveld Community Room	\$25		hourly, \$100 maximum; government and NPO are free
Hall Rental - Solon Springs	\$250	\$100	daily, resident rate; non-residents pay an additional \$50; weekend rates are \$200 more; prior day setup is \$50
Room Rental - Solon Springs Community Center	\$50	\$35	daily
SWTC - Facility Use Fees	\$30		hourly during regular hours, weekends and outside regular hours is \$50 hourly
Community Center - Richland Center	\$70		All purpose room, kitchen is \$25/extra
Meeting Room - Community Center - Richland Center	\$50		25% discount to NPO, fundraisers
Gym - Community Center Richland Center	\$70		per 3 hour blocks

Room Rates | January 1, 2019 – December 31, 2019

Weekday (M-F) rental rates. Neighborhood residents receive discounted rates.



Note: Additional fees may apply. See BRNC Room Rental guide for more information.

Individual Room	Total Capacity	Time Available	Private Events	Organizational Events
Café	30	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Multipurpose	200	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Workshop	20	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Kitchen	20	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Commons	100	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Classroom A	25	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Classroom B	25	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Classroom C	25	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Classroom D	25	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour
Art	30	4pm – 9pm	\$25/hr (residents); \$55/hr (non-residents)	\$50 per hour

Room Rates | January 1, 2019 – December 31, 2019

Weekend Rates (Sat. & Sun.), Neighborhood residents receive discounted rates.

Note: Additional fees may apply. See BRNC Room Rental Guide for more information.

Individual Room	Total Capacity	Time Available	Private Events	Organizational Events
Café	30	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Multipurpose	200	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Workshop	20	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Kitchen	20	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Commons	100	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Classroom A	25	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Classroom B	25	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Classroom C	25	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Classroom D	25	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour
Art	30	8am – 9pm	\$30/hr (residents); \$60/hr (non-residents)	\$55 per hour

Submit completed rental request forms to:
 Hedi Rudd, *Neighborhood Center Director*
 Badger Rock Neighborhood Center
 501 E. Badger Road
 Madison, WI 53713
 (608) 960-4615
hedi.rudd@resilientcities.org



Facility Rental Request 2019

Today's Date: _____

Organization/ Group Name: _____

Host Name: _____

Host Phone: _____

Email: _____

Address: _____

City/ State/ Zip: _____

Type of Event: _____

Expected # of attendance: _____

<u>Date Requested</u>	<u>Room</u>	<u>Start Time</u>	<u>End Time</u>

How much prep-time do you need? _____ Will you be serving food/non-alcoholic beverages? Yes No

Will you have live entertainment? (e.g., band, DJ, etc.) Yes No

Room set up needs: _____

Who should be invoiced? _____

(name, address, email, phone) If same as above, check here:

Credit card/check/money order accepted. Make checks payable to: RESILIENCE RESEARCH CENTER

OFFICE USE ONLY

Clean-up Fee: \$ _____

Additional Costs: \$ _____

Balance Due: \$ _____

Non-Refundable Fee for space due as follows: ½ fee due on booking; other half due by day of space use.

Non-profits must provide State of WI Charitable Organization Credential

or IRS Determination Letter to receive 25% discount on rates.

Fitchburg Community Center Rental Fees

	Weekdays Monday-Thursday (8am -10pm) Friday (8am -4:30pm)		Weekends Friday Evening (4:30 pm -10pm) Saturday (12 pm -10pm)	
City of Fitchburg Neighborhood Group City of Fitchburg Non-Profit Group	No Charge		No Charge	
Fitchburg Resident Must have a current address within the City.	4-Hour Rental Tier 1: \$40 Tier 2: \$60 Tier 3: \$130	8-Hour Rental Tier 1: \$70 Tier 2: \$110 Tier 3: \$245	4-Hour Rental Tier 1: \$50 Tier 2: \$70 Tier 3: \$280	8-Hour Rental Tier 1: \$90 Tier 2: \$125 Tier 3: \$395
Non-Resident All users outside the Fitchburg City Limits	4-Hour Rental Tier 1: \$60 Tier 2: \$80 Tier 3: \$200	8-Hour Rental Tier 1: \$100 Tier 2: \$135 Tier 3: \$385	4-Hour Rental Tier 1: \$70 Tier 2: \$95 Tier 3: \$400	8-Hour Rental Tier 1: \$120 Tier 2: \$165 Tier 3: \$600
Security Costs For a group of 50 or more people with alcohol.	Monday-Thursday, 4:30 pm -10:00 pm. \$35 per hour with a 4-hour minimum		4-Hour Rental: (50-99 people) \$140 (100-200 people) \$280 8-Hour Rental: (50-99 people) \$280 (100-200 people) \$560	
Room Deposit	Equal to the fee of the room rental.		Equal to the fee of the room rental.	

Tier 1
 Syene Room
 Nine Springs

Tier 2
 Fitchburg Room
 Swan Creek Room
 Prairie View Room

Tier 3
 Oak Hall / Greenfield Room
 Stoner Prairie Dining Rm

For more information or to check on availability call: 608-270-4285

Community Room Use Policy

The Barneveld Public Library is pleased to provide space for community gatherings to further the Library's role as a community center.

Fees and Reservations

To reserve the Community Room, contact the Library Director at 608-924-3711 or barnevelddirector@swls.org

	Community Room Capacity 80 people
Local Government	\$0
Non-profit Organization	\$0 / 2x per month
Private/Social*	\$25 / hour (\$100 maximum)

- One hour minimum reservation is required.
- The Community Room must be vacated 15 minutes prior to the library's closing, unless prior arrangements have been made; it can be reserved outside of library hours by prior arrangement with the library director.
- Cleaning that requires more than usual staff time will be billed at \$100 per hour and subtracted from the security deposit.

**Private/Social Rentals Only:*

- Exceeding scheduled time of event: \$25 per 30 minutes.
- Private/Social reservations require a \$100 refundable security deposit.

Rules and Terms of Use

Priority and Bumping

Library and local governmental use of the meeting rooms will be given first priority. All other requests are on a first-come-first served basis. The library reserves the right to cancel a reservation by the general public with two weeks' notice whenever the room is needed for library purposes. If the library cancels a reservation by the general public, an attempt will be made to find an alternate location in the library for that meeting.

Scheduling

Reservations for recurring events may not schedule more than three months in advance. All other events may not schedule more than one year on advance of event.

Cancellations

The Library Director must be notified at least two full business days in advance if any event or reservation is canceled. Lack of notification will result in payment of fees for that meetings(s). In the event of inclement weather, fees will be refunded.

Equipment

Refer to the Community Room Use Policy (available at the library or barneveldpubliclibrary.org) for a list of available equipment.

Telephone/Internet Service

The community room telephone is for emergency use only, unless arrangements are made in advance. Wireless internet access is available throughout the library.

Set Up

The meeting room has chairs, tables, and some equipment available. Reservation holders are responsible for setting up the room and returning it to the original condition.

Keys

Should the event require a key be issued, the key holder accepts responsibility for the building and its occupants during the scheduled event. Key use is for the scheduled time only, unless other arrangements have been made. The key may not be loaned to others. Pick up and drop off of key must be scheduled at the time of reservation.

Rules:

- Food and drink are allowed. Cooking is prohibited.
- Alcohol use is not permitted.
- Smoking or use of tobacco products is not permitted.
- The rooms and all equipment must be left in a functional, clean, and orderly condition.
- Storage of supplies or equipment is not permitted.
- Events which may interfere with the regular operation of the library are prohibited.
- Any breakage, damage, or need for extra cleaning of the library building, property, or furnishings shall be paid for by the organization or individual reserving the facility. The amount will be subtracted from any security deposit and any remaining balance will be due within 7 days.
- Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms, except by the provided devices.
- Attendance may not exceed the posted room capacities.
- Governmental and non-profit groups may not restrict a law-abiding person's right to attend a meeting because of origin, age, race, sex, religion, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.
- In any public announcement, the user may not use the library's name in such a way that it may be inferred the library is the host or sponsor of the scheduled meeting.
- Any advertising for events is the responsibility of the renter and any posting at the library must comply with the Library's Bulletin Board policy.

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. Groups using the meeting rooms agree to hold the Barneveld Public Library, Village of Barneveld, and their employees harmless from all liability arising of activities not sponsored by the library.

Acceptance

By signing below, I agree to the terms of the Community Room Use Policy.

Name (Print) _____

Organization _____

Address _____

Phone number _____ Email Address _____

Signature of responsible party _____

Failure to comply with the conditions outlined in this policy will result in termination of the violator's meeting room reservation privileges.

Title or event description _____

Date of event _____ Start Time _____ End Time _____

Expected number of attendees _____

Please circle equipment needed: projector screen laptop

.....
Library Use: Please date and initial below as applicable

Deposit Paid _____ Payment received _____

Less applicable charges _____ Key issued _____

Deposit amount returned _____ Key returned _____

Deposit Returned date _____ Closing procedure reviewed _____

Additional Fee documentation:

Time room was vacated, if late _____ Time needed for extra cleaning _____

Damage noted: _____

Montfort Community Building / Rules Rental Agreement



Return to:

Village of Montfort
102 E. Park Street, PO Box 157
Montfort, WI 535693

Applicant (Print) _____
Phone #: _____

Applicant Signature _____

Address _____

City _____

State _____

Date of Event _____

Will Alcohol be Served or Sold _____

Picnic/Bartender License Needed _____

Date of Village Approval _____

Approval _____

Title _____

Date _____

Fees Collected: Rental: \$ _____

Deposit: \$ _____

Law Enforcement: \$ _____

Picnic License \$ _____

Bartender License \$ _____

Total Fees Collected: \$ _____ Date Collected: ____ / ____ / ____

Collected By: _____ Title _____

Inspection By: _____ Date: ____ / ____ / ____

Amount of Deposit Returned: \$ _____

Damage Amount Assessed: \$ _____

Key's out by: _____ Date: _____

Key's returned by: _____ Date: _____

Montfort Community Building/Rules & Rental Agreement
The following applies to any person or persons or non-civic organizations

- Auditorium rental fee is \$75 per event plus \$500 deposit. If paying by check, please issue separate checks for rental and deposit. The deposit will be held until after the event and shall be paid back after an inspection by a Village representative.
- If alcohol beverages are present or sold law enforcement official must be present. The renter will contact Grant Co. Sheriff to arrange an officer to be present from beginning to end of the event. This expense will be the responsibility of the renter and must be paid within 48 hours of the event. A receipt must be presented to the Village Clerk prior to keys being issued.
- A rental agreement must be filled out in advance of the event. No verbal request accepted. Once event is submitted with this agreement the date will be booked and renter must have rental fee, deposit, & officer fees (if required) to the Village Clerk 48 hours prior to event or no keys will be issued. You must sign key out and back in at the Clerk's office.
- The renter is responsible for all minors on premise during the event. Any damages not covered by the deposit maybe assessed by the Chairman of Public Property Committee and will be charged to the renter. We recommend that the renter or a representative of the event be present during the inspection. The rest rooms of the Community Building shall be cleaned after each use with approval of Village Clerk or Chairman. If addition cleaning is necessary, the renter shall be billed for hired cleaning.
- The Village Board may accept or decline any or all rental applications of the building.
- Rental is for day of event only. All events must be finished and room cleaned up by 12:00am (midnight)

The following applies to any Civic Organizations by the Village Board.

Any person, persons or organization outside of the Village of Montfort:

- May rent the auditorium of the Montfort Community Building for a charge of \$20 for a meeting lasting three hours or less. The fee shall be paid at least 48 hours in advance of the meeting.
- Organizations within the Village of Montfort may use the auditorium of the Montfort Community Building free of charge however; a \$500 deposit must be paid to the Village Clerk 48 hours prior to event. Upon receipt of this deposit, keys to the building will be issued. It is recommended that you turn your application in as soon as you can to reserve the date.

ALCOHOL AT EVENTS

In order to have alcohol at an event, applicant must hire a Deputy to be present during the entire time alcohol is consumed at the Community Building.

The applicant must call Grant County Sherriff's Department at 608-723-2157 to hire a Deputy. Approximate cost is \$50.00 per hour paid up front to Grant County Sherriff's Department. Reminder a Deputy needs to be present the entire time alcohol is consumed.

A receipt must be shown to the Village Clerk before keys will be issued for event.

If selling alcohol, applicable licenses and permits from the Village must be obtained.

COMMUNITY BUILDING RENTAL
NO SMOKING!!

1. Event must be done and room cleaned up by **12:00am**(midnight)
2. The dry mop will be out for you to sweep after event.
3. The wet mop, bucket and cleaning solution will be in hallway between bathrooms. If you dirty floors, mop them before leaving.
4. The garbage cans must be emptied and taken to the dumpster behind the building.
5. Return the room to the way you found it. The tables and chairs that were set up need to be returned to the original location. (See photo for reference)
6. Any tables or chairs that you get out to use, return them to where you found them.
7. Clean up any mess that you make.



SOLON SPRINGS COMMUNITY CENTER
11523 S Business Highway
53 Solon Springs, Wi. 54873

Reservation Desk: (715) 378-2235

Thank you for selecting the Solon Springs Community Center for your venue.

Please read the attached –

1. Provisions and Conditions of Use
2. Rules and Regulations
3. Schedule of Rental Fees
4. The Cleanup Required Check List

By signing the *“Facility User Agreement”* you are agreeing to the above mentioned and attached provisions, rules, requirements and fees.

Please be advised that your reservation is not complete until you have returned the signed *Facility User Agreement* and *paid the deposit*. If your deposit has not been received one (1) month prior to your event, your reservation will not be honored.

Oct '18

Solon Springs Community Center
PROVISIONS AND CONDITIONS FOR USE

1. Full payment by check or money order of the security/damage deposit for use of any room is due upon reserving the date of the event.

If you must cancel your reservation, we must receive that information in writing, no less than twenty-one days prior to the date of the event or your deposit will be forfeited.

There will be a thirty dollar charge for any check returned for insufficient funds.

2. Rental fees must be paid in full in order to pickup your building key. You must pickup the key from the Village of Solon Springs Office. The office is not open daily therefore, *call the reservation desk at (715) 378-2235 at least fourteen days in advance to make arrangements to pickup the building key.*

Keys must be returned following your event. Failure to return the key(s) within three days of the event will result in an additional ten-dollar charge. Failure to return the key(s) may result in additional charges for lock replacement.

3. 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.
4. The Renting Party agrees to abide by and enforce all specified guidelines and regulations governing the Solon Springs Community Center, building, grounds and all other property.
5. The use of tobacco products in the Community Center is **PROHIBITED**.
6. If you are ***consuming or serving alcoholic*** beverages on the Community Center premises: you must comply with all State of Wisconsin Laws regarding the consumption and distribution of alcohol (liquor, wine or malt beverages). Please be advised that the renting party, is responsible/liable for any damages that may incur as a result of serving alcoholic beverages on Community Center premises.

The **sale** of alcoholic beverages (liquor, wine or malt beverages) on the premises is **PROHIBITED**. Furthermore, you may not hire someone **to sell** alcoholic beverages on Community Center premises. The only exception to this regulation would be granted to a "Bonefide Club", which has applied for and been issued a valid Temporary Class "B", "Class B", Gathering or Picnic License, from: The Village of Solon Springs, to sell wine or/and malt beverages on Community Center premises. Application for such license would be made to: The Village of Solon Springs Business Office (office #111 in the Community Center) at least thirty days prior to the event. Please note: Soliciting a donation, tip, gift or sale of dinner ticket, etc. in exchange for an alcoholic beverage is **selling** alcohol and therefore a violation of State Law.

7. The Renting Party agrees to comply with all Federal, State and Local Laws. The Renting Party shall obtain and provide all necessary permits and licenses required, to the Clerk of Village of Solon Springs prior to the event.
8. The Renting Party must provide proof of liability insurance coverage **or** must agree to hold harmless and indemnify the Village of Solon Springs, its Board members and or its employees; the Town of Solon Springs, its Board members and or its employees; The Solon Springs Community Center, its Commissioners and or its employees; 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.

Solon Springs Community Center Rules and Regulations for Use

1. The building is available for rent seven days a week, with the exception of maintenance as required, duly made reservations, or special events.
2. 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.
3. 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.
4. All functions, events and activities held at the Community Center shall conform to the Americans with Disabilities Act.
5. The Renting Party must be at least twenty-one years of age to rent the facility. Youth activities must have adequate chaperones. There shall be one chaperone of at least 25 years of age, for every ten youth.
6. The Renting Party may use only the room that is included/rented as stated on the Facility User Agreement. Failure to do so will result in an additional charge for the area used. Failure to conclude the event within the time reserved will result in an additional charge. (YOUR RESERVATION MUST INCLUDE ENOUGH TIME FOR SETUP, DECORATING, TAKEDOWN AND CLEAN-UP TIME.)
7. No admission fees or ticket sales may be collected on the premises without permission.
8. The Renting Party who signs the contract maybe acting on behalf of a group. The signer of the contract will be the only liaison between the group and the Community Center.
9. The Renting Party is responsible for removal of all personal items immediately following the event. The Community Center is not responsible for personal or private property left on the premises.
10. The Renting Party is responsible for cleaning the area used (see cleanup instructions). Failure to cleanup area used will result in forfeiture of part or all of your deposit and may include additional charges in excess of your deposit.

11. No nails, tacks, tape, screws, staples, etc may be attached to the walls, ceiling or outside of the building. Ceiling clips and ladders are available. Please request these items in advance by calling the reservation desk at (715) 378-2235.
12. Do not stand on tables, chairs, or counters. Do not slide tables as this damages the legs.
13. No confetti of any kind may be used. No lit candles are allowed on the window ledges.
14. Do not open doors or windows. The air conditioning/heat is on. Do not make your own adjustments to the thermostats.

-2-

Mar '13

Solon Springs Community Center

Cleanup Check List

Bring your own mild, all purpose cleaner and a sponge.

A broom, dust pan, garbage bag, bucket, mop and cleaning rags are located in the storage room off the kitchen.

*Note: This cleaning list is for your area of use, however, if your **attendees/guests used the restrooms, you are responsible to make sure they are left neat and presentable for the next Community Center user.***

___1. Remove all garbage (must be bagged) to the garbage bins located behind the building (bins are accessible through the fire exit door located near the kitchen). Place a new garbage bag in waste receptacle.

___2. Sweep floor including entryways/hallways used by your guests/attendees.
Mop up any spills.

___3. Wash down all tables used. All tables and chairs must be put back in their original location. If additional tables/chairs have been taken from the storage closet they must be put back in the storage closet. Read the instructions posted inside the double-doors of table/chair storage closet. Do not lean tables against the walls. **Do not slide the tables.** Sliding the tables causes damage to the legs. Use two people to lift/carry/move tables.

___4. Kitchen use --- Remove all left-over/extra food & supplies. Thoroughly wash in hot soapy water and dry, any center owned utensils/equipment. If used, the stove, oven or refrigerator, wash down inside/outside. Wash down all counter tops, sinks, carts or shelves used. Rinse out coffee makers used. Wash down inside/outside microwave if used. Thoroughly, sweep the floor / mop up any spills/grease etc.

___5. Restroom use --- Check the restrooms to see that they have been left neat, free of litter and presentable for the next Community Center user.

___6. Remove all decorations, or supplies. Do not leave left-over/extra items in the building.

___7. Return building keys and borrowed supplies/equipment (ceiling clips, microphone, easel, projection cart, cooking equipment cart or any other items you may have borrowed from the Community Center).

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.

-4- Thank you.

Mar '13

Schedule of Rental Fees (01/01/19)

WITH THE EXCEPTION OF A NON-PROFIT ENTITY/ORGANIZATION USING THE BUILDING FOR A BUSINESS MEETING (SERVING NO BEVERAGES OR FOOD), A DEPOSIT IS REQUIRED.

***All Solon Springs non-profit entities/organizations using the center do not pay a Rental Fee, however, are asked to hold an annual fundraiser or service project to assist with Community Center expenses. (All other Provisions, Conditions, Rules, Regulations and Cleanup Required apply to all users of the Center.)**

MERTZIG HALL EVENT	Rental Fee	Deposit
Solon Springs Residents (Per Day Rental)	\$250.00	\$100.00
Non-residents (Per Day Rental)	\$300.00	\$100.00
Weekend rate (Fri 1pm - Sun 2pm incl kitchen)	\$450.00	\$100.00
Prior Day setup with rental reservation	\$50.00	\$0.00
Kitchen with day rental reservation	\$50.00	\$0.00
Kitchen prior day setup with rental reservation	\$25.00	\$0.00

NORTH ROOM EVENT	Rental Fee	Deposit
Per Day Rental	\$50.00	\$35.00

SOUTH ROOM EVENT	Rental Fee	Deposit
Per Day Rental	\$40.00	\$35.00

L-SHAPE ROOM EVENT	Rental Fee	Deposit
Per Day Rental	\$50.00	\$35.00

KITCHEN	Rental Fee	Deposit
Per Day Rental	\$75.00	\$35.00

Additional Information

Mertzig Hall is 52' X 59', room capacity is 395.

Stage is 23' wide X 14' deep, capacity is 46.

North Meeting Room – capacity is 50.

South Meeting Room – capacity is 20.

Table & Chairs available:

Mertzig Hall

300 Chairs

20 - 8' Tables

16 - 6' Tables

1 - 60" Round Table

North Room

40 Chairs

5 - 6' Tables

4 - 8' Tables

1- Round

South Room

10 Chairs

2- 6' Tables

Podium available on request

Screen & projection cart available on request

(Donated by the Solon Springs Lions Club)

Baby changing tables in the North restrooms

(Donated by the Solon Springs Lions Club)

Portable Beer Mister available upon request for a fee of \$25.00

(Provided by Northwest Beverage)

Kitchen equipment available: Commercial Refrigerator, Freezer, Commercial stove and oven, commercial size coffee pot, garbage disposal. Limited serving utensils are available for a rental fee, please see separate listing.

SOLON SPRINGS COMMUNITY CENTER
 11523 S Business Highway 53
 Solon Springs, Wi. 54873
 (715) 378-2235 Reservation Desk

FACILITY USER AGREEMENT

User Name _____ Date _____

User Address _____

Phone Number (home) _____ (work) _____

Type of Event _____ Date of Event _____

Approximate number of people to attend _____

Rental Amount \$ _____ Security/Damage Deposit \$ _____

Non-profit entity fund raiser/service project in support of Community Center -
 date: _____

- Mertzig Hall – Yes ___ No ___
- Dance – Yes ___ No ___
- Serving Alcohol – Yes ___ No ___
- Kitchen Use – Yes ___ No ___
- North Meeting Room – Yes ___ No ___
- South Meeting Room – Yes ___ No ___

We (I) have read, understand and agree to the terms and conditions set forth in the attached:

- page 1.....Provisions & Conditions of Use
- page 2.....Rules & Regulations page
- 3.....Schedule of Rental Fees.
- page 4.....Cleanup Required Check List

Renting Party signature: _____ Date:

_____ Date:

Person in charge of cleanup: _____ Phone:

-For office use only-

Deposit pd: \$ _____ Date: _____ Rental fees pd: \$ _____ Date: _____

Keys issued: _____ Keys returned: _____

Mar '13

**Village of Gratiot
5630 Main Street, Box 189
Gratiot, WI 53541**

Village Property Usage Form

Any individual or organization wishing to rent/use any Village of Gratiot property must agree to the following conditions, by signing below.

1. Rent/use of any property or equipment must be approved in advance by a member of the Village Board, or by the Village Clerk.
2. Areas that are used must be cleaned, with all trash hauled away promptly after use.
3. Property must be left in good condition, with nothing broken. Renter is responsible for any damage done while they are renting.
4. The Village of Gratiot assumes no liability for any activities that occur on Village property.
5. No illegal or dangerous activities are permitted on Village property.
6. Renter agrees to pay the following fees for the use of Village of Gratiot property and/or equipment.

Gymnasium Rental (party) - \$75.00 per day
 Classroom Rental- \$25.00 per day
 Shelter House Rental- \$25.00 per day
 Gymnasium Rental (practices/open gym) - \$10.00 per hour
 Round Tables- \$10.00 per table
 Long Tables- \$5.00 per table
 White/Metal Chairs- \$1.00 per chair

_____ Round
 _____ Long
 _____ Chairs

Please make all payments to the Village of Gratiot, and send to the above address

I agree to the above conditions:

Signature

Date



Welcome to The Village of Gratiot, WI

Located on Hwy. 11 and Rt. 78 in Southwest Wisconsin



- Home
- Interesting Facts
- Local Business
- Recreation
- Photo Gallery
- Calendar of Events
- Directions

GRATIOT FITNESS CENTER *Now Open*

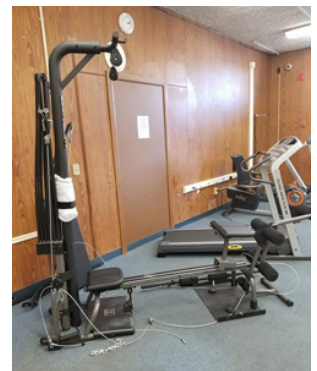
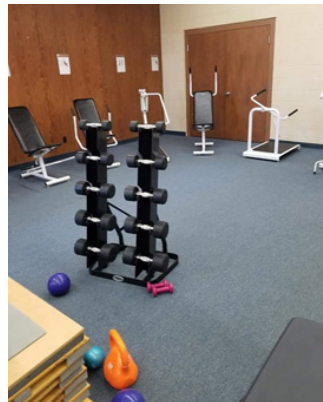
MEMBERSHIPS - 2019

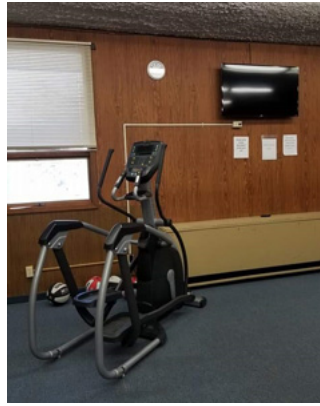
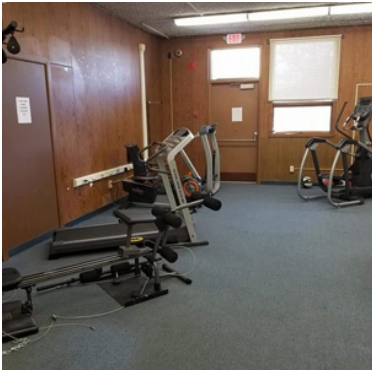
Annual (Prepaid)	OR	Monthly (1st of the Month)
Family..... \$250.00		Family..... \$25.00
Couple..... \$225.00		Couple..... \$22.00
Single..... \$200.00		Single..... \$18.00
Sr. Couple 62+..... \$175.00		Sr. Couple 62+..... \$16.00
Sr. Individual 62+..... \$150.00		Sr. Individual 62+..... \$14.00

You will be issued a Fitness Center entry card upon joining.
(we will request the names of all people included in the membership)

\$25.00 deposit per card/\$25.00 replacement card fee

For more information, or to sign up today, contact Kara Stietz at 608-214-9253.





Not responsible for lost or stolen articles.

