

Community Center Use Agreement

417 Union Street



Village of Johnson Creek

P.O. Box 238, 125 Depot Street

Phone: 920-699-2296 Fax: 920-699-2292

www.johnsoncreek-wi.us

info@johnsoncreekwi.org

Johnson Creek Community Center Procedures

A Four Step Process

1. Complete application, select date, review current rental rates.
2. Review usage rules
3. Sign use agreement
4. Review explanation of Security Deposit Refund.

Step One: *Complete the application.*

Your date is reserved for you upon completion of the application and our receiving your rental fee and security deposit in the amount of \$500.00. This security deposit will be shredded unless renter makes arrangements to pick up your check after your event, provided there is no damage to the Community Center facility. (See step 4)

Rental Fee includes a maximum eight (8) hour period. Any time over eight hours or after 12 a.m. will be charged at the rate of \$150.00 per hour or any fraction thereof. One hour prior to the guests' arrival is considered set-up time. *Any additional time must be pre-approved and paid for before event.*

Step Two: *Review Usage Rules*

• Cancellation: *

Rental fee and deposit will be refunded if event is cancelled 30 days prior to event during regular Village business hours. (Monday through Friday – 8:00 a.m. to 4:00 p.m. 920-699-2296). Refunds will be issued by check and may take up to three weeks to process. If event is not cancelled 30 days prior, the rental fee is forfeited. The security deposit must be picked up at Village Hall within 10 days of rental or deposit check will be shredded.

• Set-up time:

You may arrive one hour before rental time starts and set-up all tables and chairs or purchase additional rental time.

• Decoration:

- 1) No tacking, taping, nailing, pinning or stapling in any manner to attach any object, sign, decoration, ornamentation, wire or any other tangible item to the premises is allowed.
- 2) No candles (lit or unlit), torch or other ignited or flame-bearing objects are allowed.
- 3) No helium-filled balloons are allowed unless tied or weighted down.
- 4) No rice, confetti, glitter or bird seed will be allowed indoors or outdoors.

- No Smoking: The Community Center is a public building and subject to the State Statutes prohibiting smoking.

Step Two: (Continued) *Review Usage Rules*

- **Park Hours** – Hours of Event: Firemans Park is open from 6:00 a.m. to 10:00 p.m. The Community Center is open until midnight based on the hours of event with one hour extra for clean-up or 1:00 a.m.
- **Fireplace:** May be used with a wall switch. **Please shut off fireplace upon leaving.**
- **Microphone:** Available to rent.
- **HVAC:** Thermostat temperature for heating is 62 degrees and 76 degrees for cooling. Do not change thermostat setting.
- **Wine or Beer:** A Temporary Class B Beer/Wine license is required to serve and sell fermented malted beverages beer or wine coolers only. Temporary Class B Beer/Wine licenses must be issued to an organization or club and not to individuals. A permanent liquor license is not available for the premises. Wine or beer may be served and given away at no cost for private events only. Alcohol cannot be served as a part of a cover charge for the event including serving a meal. Wisconsin Statute 125, forbids dispensing, liquor to persons under 21 years of age. Glass bottles are not permitted.
- **Clean-up:**

**The applicant is responsible for clean-up of the community center after your event
(See cleaning sheet)**

or.

- 1) Village Maintenance will clean-up after your event for a *pre-event fee* of one hundred fifty dollars (\$150). If not paid pre-event the cost of clean-up is the forfeiture of the security deposit. *This service does not include take down of tables and chairs.

Step Three: *Sign Use Agreement*

Please review, complete and sign the use agreement. The signed use agreement is due in conjunction with the total payment (deposit and rental fee).

Step Four: *Refund of Security Deposit*

The security deposit must be picked up at Village Hall within 10 days of rental or deposit check will be shredded.

Additional deductions from the security deposit will be made in the event of stolen or damaged items at the Community Center and cleaning penalties will result if the Community Center Cleaning Checklist is not fulfilled.

Deposit Deduction:

Bathrooms	\$100.00
Damage/Repairs	Actual Cost
Floor	\$100.00
Kitchen	\$200.00
Refuse Removal	\$100.00
Table/Chairs	\$100.00
Glass-Not Cleaned	\$150.00
Failure to Clean	\$500.00
Exceed Rental Time (Hourly)	\$150.00

JOHNSON CREEK COMMUNITY CENTER
417 UNION STREET
TERMS

Thank you for applying for the use of the Village Community Center at 417 Union Street. The parking lot is located at the end of Ashland Street off Maple Street. In order to make your use of the Community Center as memorable and enjoyable as possible it is important that you are aware of a few park rules.

Village Parks open at 6:00 a.m. and close by 10:00 p.m. Events exclusively conducted within the Community Center may be held until 12:00 a.m. and cleanup of the facility must be completed by 1:00 a.m. The use agreement is a privilege provided to you to use the Community Center for your event in compliance with all federal, state and local laws and regulations. The sale of beer and wine is permitted in the Community Center by separate license only. Alcohol provided but under a cover charge for the event is in violation of state law. Gambling including pull tabs or a 50/50 raffle is not permitted without a state raffle license. Any violation of federal, state or local laws in the use of the Community Center will be referred to the authorities for prosecution and shall result in revocation of this use agreement and surrender of any security deposit.

The Community Center is available for public use. **Doors will be opened one hour prior to time requested.** Maintenance will review the condition of the Community Center with the applicant within this one hour period. Please notify Village Hall of event cancellation* (See step # 2) 8:00 a.m. to 4:00 p.m. (Phone 920-699-2296) If the applicant does not arrive within one hour prior to time requested a fifty (\$50) charge shall be deducted from your security deposit.

The named applicant is responsible for the Community Center during the time of the event under this Community Center Use Agreement. Cleanup is the responsibility of the applicant. A floor broom, dust mop and water mop with bucket is available. Hot water mopping is all that is required for spills. Do not use any soaps or floor cleaners on the waxed floor surface. Other cleaning supplies are renters responsibility. (i.e.: dish soap, paper towels, window cleaner etc.)

Maintenance will review the condition of the Community Center within one-half hour after the ending time of the event. Damage or lack of cleanup will be noted and may result in the loss of any security deposit. After event cleanup of the Community Center is available for a fee of one hundred fifty dollars (\$150) only if requested at time of application and paid in advance.

The Village of Johnson Creek accepts no liability in the use of the Community Center by the applicant, or any other individual attending an event covered under this use agreement. The applicant indemnifies and holds harmless the Village for any negligence of the applicant or individuals attending this event under the terms of the use agreement signed below:

I have read the terms of the Community Center Use Agreement and understand that as the applicant that I am solely responsible for damage to the Community Center during the time of event. Any damage may result in the forfeiture of a portion or all of the refundable security deposit. Damage includes failure to clean up after use within the one hour after rental period and results in forfeiture of the refundable security deposit*. Any violation of federal, state or local laws immediately terminates this agreement and results in forfeiture of the refundable security deposit. The Village cannot be held responsible for the actions of the applicant. This use agreement does not give the applicant any rights to use the facility either expressed or implied. The Village reserves the right to terminate or modify this use agreement at any time. *See Terms and Cleaning Check List.

Print Name _____

Applicant (Signature)

Date

Date of Event: _____ **Time Requested:** _____ **copy to Renter** _____

**JOHNSON CREEK COMMUNITY CENTER
417 UNION STREET
RENTAL FEES ***

RENTAL FEES:

2 Hours or Less	\$75.00	_____
4 Hours or less	\$150.00	_____
8 hours or less	\$300.00	_____

Rental – No Charge

(Johnson Creek (501(3) (c) non-profit, civil, charitable,
or school organizations, including JC Area Chamber
of Commerce, JC School District and Senior Club)

MEETINGS: Two hours or less (Weekdays 8 a.m. – 4 p.m.) **\$25.00** _____

EVENT FEE: All events held at the Community Center
(Excepting events held weekdays 8 a.m. to 4 p.m.
and JC Schools) **\$50.00** _____

HOLIDAY EVENT FEE: **\$150.00** _____
(New year's Day, Friday before Easter, Memorial Day, Independence Day
Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24,
December 25 and New Years Eve.)

CLEAN UP – *Must be paid at time of application.*
(Optional – Only if you do not wish to clean after event) **\$150.00** _____

GENERAL PARK FEE
(Required with a Temporary Class B Beer/Wine License) **\$25.00** _____

MICROPHONE RENTAL: Cordless **\$25.00** _____

Please make check payable to: Village of Johnson Creek **FEE TOTAL** _____

**Fees Subject to Change*

REFUNDABLE SECURITY DEPOSIT (Please provide separate check) ----- **\$500 – separate check**

APPLICANT INFORMATION

Applicant
(print name) _____ **Signature** _____

Name of Organization: _____

Address: _____ **State:** _____ **Zip** _____

Phone: _____ **e-mail** _____

Date of Event: _____ **Time Requested:** _____

Type of Event: _____ **Approximate number of people attending:** _____

** April-August the potential exists for baseball games to be played.*

Office Use Only

Amount Paid _____ *Check #* _____ *Picnic License: No/Yes \$25. Shred Check* _____ *Applicant will pick up check* _____

Security Deposit Paid _____ *Check#* _____ *Website* _____ *Binder* _____ *Staying at Hotel* _____

Security Deposit Refund Amount _____ *Date* _____ *Clerk Initials* _____ *Copy to Renter* _____

CMCTR 01-482.300 _____ *PARK FEE- CMCTR 01-482.300* _____ *EVTFE 01-482.500* _____ *LIQR 01-431.100* _____



Village of Johnson Creek
 P.O. Box 238, 125 Depot Street,
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Johnson **C**reek **C**ommunity **C**enter
 417 Union Street, Johnson Creek, WI 53038
 Security Deposit Agreement

Name _____ Phone # _____

Date Reserved _____ From _____ to _____

Meet and Greet: Doors will be opened & you will meet opener, one hour prior to time requested. (any additional time must be pre-approved and paid for before event.)

Unlock Doors and cleaning duties explained: _____

Cleaning completed and doors will be locked*: _____

***Responsible Party MUST stay on premises until doors locked time or forfeit security deposit.**

The Community Center Cleaning Checklist must be done if full security deposit of \$500.00 is to be refunded after use of the building.

Please note: The broom/dust pan, mop and bucket are in the janitor’s closet. A replacement garbage bag is underneath the existing garbage bag. **Other cleaning supplies renter must supply.** (I.E.: dish soap, paper towels, window cleaner.)

The building is in acceptable condition prior to occupancy. I understand if cleaning check list is not performed, the \$500.00 security deposit will not be returned.

 Responsible Party

 Village Contact Person –A & C Cleaning-Ashlee
 Phone# 262-719-2701

Please check all entries to be sure they are locked before you leave the building.

Comments: If more than normal amount of time is needed to clean the building, please describe below. Security deposit refund will be adjusted to pay for any additional cleaning needed. _____ _____



Village of Johnson Creek Community Center Cleaning Checklist

417 Union Street, Johnson Creek, WI 53038

The following is a list of items that need attention at the end of each rental. Use this form to keep our Community Center neat and clean. These items are evaluated by the Village maintenance crew and Security Deposit may be withheld based on the satisfactory cleaning of the facility. Thank you in advance for your cooperation! *

1. Tables wiped down, no stains or sticky surfaces, returned to original location and/or put away, if applicable.
2. Chairs wiped down, no stains or sticky surfaces, returned to original location and/or put away, if applicable
3. Floor swept, spills cleaned up and damp mopped. (affected area(s) only)
4. Garbage bags removed from building (place bags in dumpster outside of the Building. New garbage bags placed inside waste receptacle.
5. Bathrooms clean and tidy, toilets flushed (paper towel and toilet paper picked up, sinks rinsed and floor damp mopped - if necessary
6. Countertops, kitchen sinks, appliances all wiped down, Appliances operational (ovens, refrigerator etc.) if applicable.
7. Food and beverages removed from freezer and refrigerator and inside of refrigerator wiped down, if applicable.
8. Thermostats turned to 62 degrees (heat) in winter and 76 degrees (air conditioner) in summer.
9. **Glass cleaned on Windows/Doors (Finger prints etc.**
10. Windows secured. (All windows closed and locked)
11. Lights turned off.
12. Building secure. (no one inside) and doors locked (all checked from outside)
13. Failure to clean.

Event Date: _____

Applicant (Responsible Party)

(Print name): _____ (Signature): _____

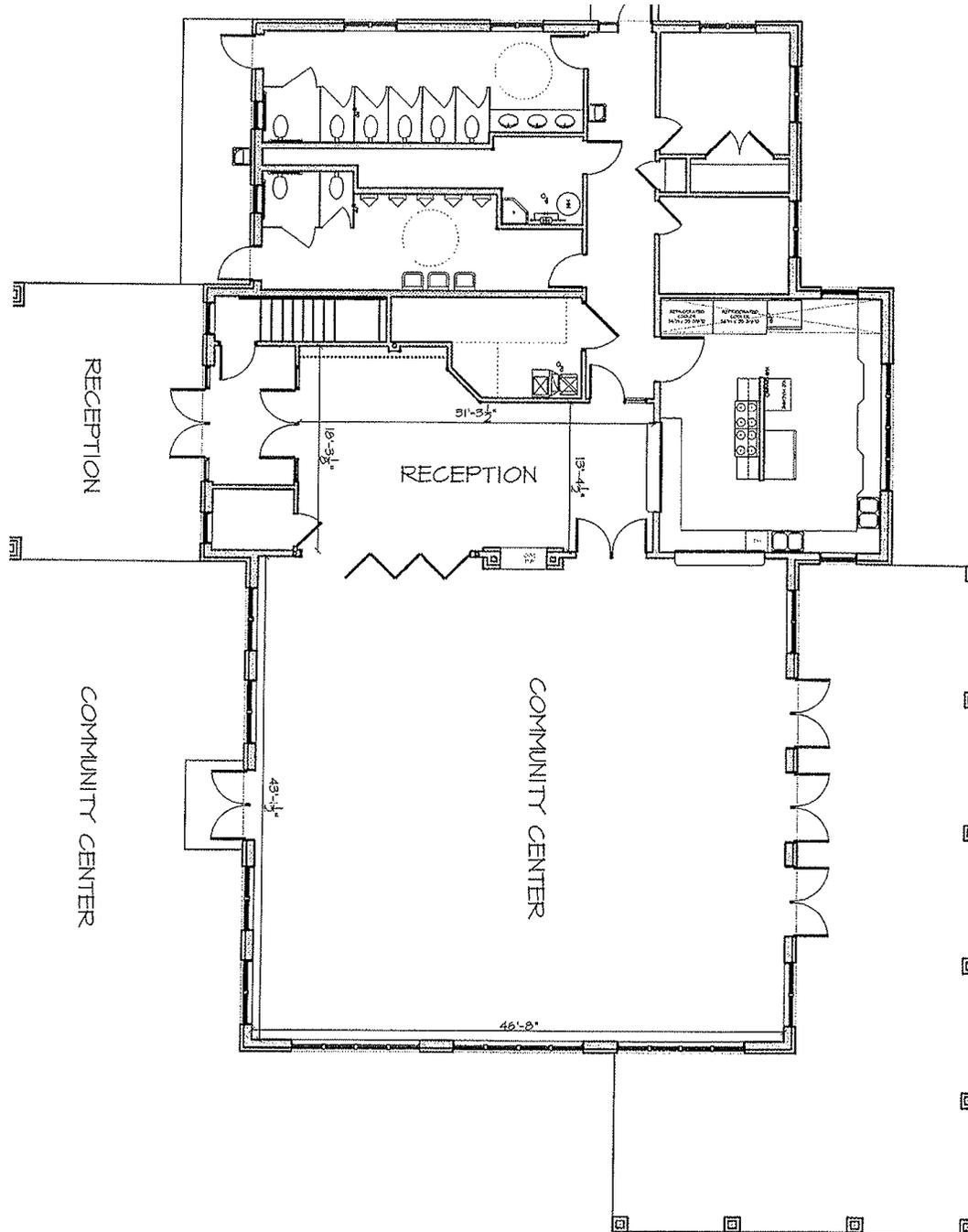
Date: _____

Maintenance:

(Signature): _____
Village Contact Person

*This form is to be given to applicant at the time of rental. Maintenance will have extra copies if needed. This form is to be given to maintenance at the end of rental. Maintenance will turn in signed copy to Village Hall to attach to rental agreement.

Copy to Opener _____ Copy given to Renter _____



Community Center Capacity: 200 seating auditorium style (speaker/presentation), 100 seating (wedding, etc.),
60 additional possible outside seating under roof with picnic tables.

Dimensions of Large Room: 46' 8" x 43' 5"

Dimensions of Small Room: 18' 3" X 31' 3"

Cushioned Chairs: 120

Tables: 2-5' Round – Leave up

12-30"x72"

4-White rectangle – Leave up

Miscellaneous dishes and utensils

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