Village of Johnson Creek

P.O. Box 238, 125 Depot Street
Phone: 920-699-2296 Fax: 920-699-2292

Village Hall Meeting Room Use Application
125 Depot Street

Date (s) Requested:_____

Time Requested: From: _____ To:_____

Estimated Attendance:_____
(75 capacity)

User:_____Contact Person:_____

Purpose of Meeting:_____

Address:_____

Phone: _____ Email:_____

Will refreshments be served: Yes or No (Circle One)

Use of the meeting room is for business meetings only.

*Fee: $50.00 Non-Village based groups (Food or Beverages Served)
$25.00 Non-Village based groups (No Food or Beverages Served)
No-charge Village based groups (For civic non-profit organizations and businesses, which pay Village taxes)

$150.00 Refundable Security Deposit required of all groups.
(Refunded if meeting room cleaned and not damaged)

(**Please provide separate checks for Rental and Deposit Fee**) **Fees Subject to Change*.

PLEASE NOTE THE FOLLOWING:

1. Smoking and use of alcohol is not permitted in the Municipal Building.
2. Keys are handed out ONLY if the meeting occurs when the Village Hall is closed. The key must be returned the next day, unless other arrangements have been made in advance. **Keys must be signed for and should not be given to anyone else.** All doors to entire building must be locked when group is finished. If group leaves any doors unlocked, responsible party is liable for all damage resulting from open door.
3. Chairs and tables will be available. Set up will be the responsibility of the user. Chairs and tables must be returned to the original set up.
4. All trash must be disposed of in the appropriate receptacles or removed from the premise. Garbage in Black bags, Recycling in Clear bags.
5. If refreshments are served tables must be properly cleaned and wiped clean.
6. The village is not responsible for any article left, lost, or stolen on the premises.

The person named as being in charge of the event for which this agreement is issued, by payment of the fee and/or accepting the agreement, hereby agrees to accept the responsibility for the care and preservation of the public property used. The person further agrees that, if in the course of the event there is damage to the room or area used, or that the room or area used is left in such condition that additional cleaning or other work is necessary to restore it to usable condition, he/she shall forfeit the deposit or will, within 30 days, pay the entire cost of whatever repairs or additional cleaning as deemed necessary by the Village.

This is to confirm that I have received two keys: one to the Johnson Creek Village Hall and the second to the Johnson Creek Board Room. One key allows me to obtain access to the Village Hall municipal building; the other key allows me to obtain access to the board room. I understand that the keys must not be copied or given to anyone else.

Date:_____Signature:_____

Office Use Only

Charges:
Non-Village based group: $25.00 (No Food/Beverages)_____Paid_____ Check#_____
Non-Village based group: $50.00 (Food/Beverages Served) _____ Paid_____ Check#_____
Deposit: $150.00 (Refunded if meeting room cleaned and not damaged)
Deposit paid _____ Check#_____ Cash: _____
(Please make Separate checks for Rental and Deposit Fee)

Keys Issued: Red key ring or Blue key ring (Circle One)

Date: _____ Clerk Initials: _____

Deposit refunded: Yes_____ No_____ Date: _____
(Shred or Return Check)