

2024 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



Johnson Creek Community Center Procedures

A Four Step Process- Rentals are based on “First Come First Served Basis”. Reservations for following year will be taken after January 1, of the calendar year. (Unless Rental is in January)

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

Step One: *Complete the application.*

The Johnson Creek Community Center is available for rent to ages 21 and over. Your date is reserved for you upon completion of the application, our receiving your rental fee and security deposit in the amount of \$500.00. **Reservations shall not be official until the person designated by the Village has signed the application and informed the applicant of its status.** The security deposit will be shredded unless the 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 - Arrival:

You may arrive one hour* before rental time starts and set-up all tables and chairs. Community Center staff will be onsite one hour before your event to open, review policies and answer any questions. Community Center tables and chairs must remain inside the building at all times.

*Two-hour rentals you may arrive ½ hour before rental time.

• Decoration:

- 1) No tacking, taping, nailing, pinning, command strips, screws 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.
- 5) No tape, or adhesive, may be use on walls or floors.

- **No Smoking:** The Community Center is a public building and subject to the State Statutes prohibiting smoking.
- **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 11:00pm** - based on the hours of event.
(With one hour extra for clean-up or 12:00 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.
- **Kitchen:** The Community Center kitchen is for catering and reheating only and may not be used for the preparation of food. NO cooking of any type maybe done in the Community Center. All grilling must be done outdoors.

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)

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 7 business 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
Failure to appear at designated opening time	\$50.00

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.

Rentals are based on “First Come First Served Basis”. Reservations for following year will be taken after January 1, of the calendar year. (Unless Rental is in January)

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 11:00 pm. and cleanup of the facility must be completed by 12:00 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 may be opened one hour prior to event start time.***

***Two-hour rentals have ½ hour set up and clean up.**

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.

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: _____ **copy to Renter** _____

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

RENTAL FEES: Tax included unless WI Sales & Use Tax Exemption Form S -211 is Included With Reservation**

	Rental Fee	Total
2 Hours or Less – ½ hour set up and clean up	\$200.00	_____
4 Hours or less	\$400.00	_____
6 Hours or less	\$600.00	_____
8 hours or less	\$800.00	_____

Rental – No Charge – For Events Monday-Friday – 8am – 4pm*

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

EVENT FEE: All events held at the Community Center

(Excepting events held weekdays 8 a.m. to 4 p.m. and JC Schools)

\$80.00 _____

VILLAGE HOLIDAY EVENT FEE: 100-48230-150 (Taxable) \$200.00

(Holiday fee includes weekend and Holiday when Village Hall is closed)

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

Sales Tax 5.5% _____

GRAND TOTAL \$ _____

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

APPLICANT INFORMATION

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

Name of Organization: _____

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

Phone: _____ **e-mail** _____

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

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

* April-August the potential exists for baseball games to be played. ** Rental Fees Subject To Change

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 100-48220-150 _____ *EVTFE 100-48230-150* _____ *S-TAX 100-24213* _____
Non-Tax CMCTR100-48220 Non Tax Event Fee 100-48230



Village of Johnson Creek
 P.O. Box 238, 125 Depot Street,
 Johnson Creek, WI 53038
 920-699-2296
www.johnsoncreek-wi.us
info@johnsoncreekwi.org

Johnson **C**reek **C**ommunity **C**enter
 417 Union Street, Johnson Creek, WI 53038
Security Deposit Agreement

Name (Renter) _____ Phone # _____

Event Date: _____ Event Time _____ a.m./p.m. To: _____ a.m./p.m.

**If the applicant does not arrive within one hour prior to time requested a fifty (\$50) charge shall be deducted from your security deposit.*

Set-up/Doors Opened Time: _____ a.m./p.m.

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.). **ANY CHANGES TO OPEN/CLOSE TIMES MUST BE MADE 7 BUSINESS DAYS BEFORE EVENT.**
 A charge of **\$100.00** will be made if changes are made to event time-within 7 business days.
 *Except for 2 hour rentals then 1/2 hour before

Close Time*: _____ a.m./p.m. Initial (Renter) _____

****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/dustpan, mop and bucket are in the janitor's closet. **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 _____

Please check all doors and windows 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.

Confirmation to Renter _____ Verbal _____ Email _____ Phone _____ Date _____ Initials _____

Copy to Opener _____ Copy to Renter _____



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 – Warm water ONLY. (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)

Event Date: _____

Applicant (Responsible Party)

(Print name): _____ (Signature): _____

Date: _____

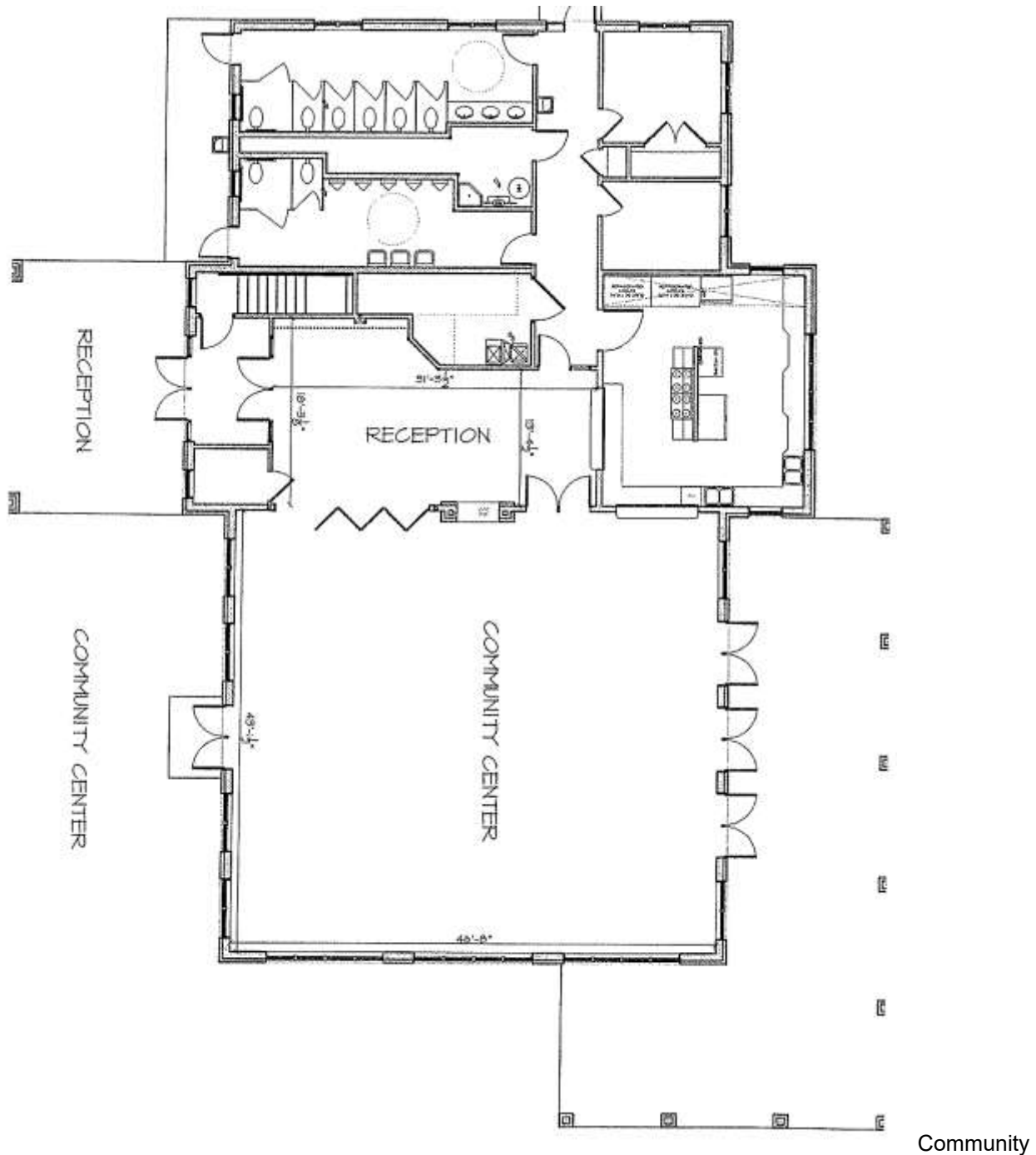
Maintenance:

(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 _____



Center Capacity: 150 seating auditorium style (speaker/presentation), 100 seating (wedding, etc.),
 30 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: 110

Tables: 2 - 5' Round – Leave up

10 - 30"x72"

4 - White rectangle – Leave up

Miscellaneous dishes and utensils

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