



Community Center Use Agreement
 417 Union Street, Johnson Creek

Applicant Name			
Applicant Address	City	State	Zip
Applicant Phone Number	Applicant Email		
Purpose of Rental		Estimated Attendance (150 Capacity)	
Date(s) of Event	Time(s) of Event (Start and End)		

Village staff will not be available during rentals that occur outside of regular business hours and doors will operate on an automatic schedule.

A **\$500 refundable security deposit** is required with this agreement. The security deposit will be **deposited upon receipt**, and a refund check will be issued to the person listed above **within 3 weeks after the rental**, provided there is no damage to the park or its facilities. **Sales tax applies to all rentals** unless a Wisconsin Sales and Use Tax Exemption Certificate (Form S-211) is received with application.

Fees		
Group Type	Fee	Total
Rental Fee (up to 4 hours of use)	\$400.00	\$400.00
Additional Hours (\$100/additional hour)	\$100.00	\$
Access Fee (non-refundable)	\$50.00	\$50.00
Optional Microphone Rental	\$25.00	\$
Wisconsin Sales Tax (Excludes security deposit)	total above x 5.5%	\$
Refundable Security Deposit	\$500.00	\$500.00

By signing below, the applicant agrees to indemnify and hold harmless the Village of Johnson Creek from any claims or damages arising from the use of the Community Center. The applicant accepts full responsibility for the conduct of attendees and any damage to the facility, acknowledges that security deposit forfeiture may result from damage, cleaning deficiencies, or legal violations, and understands that public areas may be monitored by video surveillance. The Village reserves the right to terminate or modify this agreement at any time.

Signature: _____ Date: _____

-Office Use Only-		In Binder: <input type="checkbox"/> On Website: <input type="checkbox"/>	
Amount Paid: \$ _____ Date Paid: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check # _____			
Non-Taxable 100-00-48210-000-000	Taxable 100-00-48210-150-000	Taxes 100-00-24213-000-000	Security Deposit 100-00-23150-000-000

Guidelines for Community Center Use:

1. **Complete the reservation form in full.** Incomplete forms will be rejected. Payment for the reservation and the security deposit is due in full upon submission of the agreement.
2. **The applicant is liable** for any loss, damage, or injury resulting from the activity conducted.
3. **Smoking is not permitted** in the Municipal Building.
4. **Pets are not allowed** in the park or facility.
5. **Set Up and Cleaning Time:** The front door will automatically unlock two hours prior to your scheduled event time. You are allotted one hour after your scheduled rental end time, during which clean-up is required. The front door will automatically lock at the end of this one-hour period. The Community Center must be cleaned and returned to the condition it was in upon arrival. Tables and chairs must always remain inside the building. Video footage will be reviewed during regular business hours following your event. Any damage, insufficient cleanup, failure to properly close the facility, or other violations may result in the loss of full or partial security deposit. Accessing the facility prior to your scheduled start time or remaining beyond the one-hour cleanup window may result in loss of deposit.
6. **Please keep our facility clean.** It is the user's responsibility to follow the attached checklist. Failure to remove garbage from the building and surrounding areas and take it to the outside dumpster will result in a \$100 fee taken from your Security Deposit.
7. **The village is not responsible for any article left, lost, or stolen on the premises.**
8. **Cancellation Policy:** Rental fee and deposit will be refunded if the event is cancelled 30 days in advance by contacting our office at 920-699-2296 during business hours. Refunds will be issued by check and may take up to three weeks to process. If the event is not cancelled 30 days in advance, the rental fee is forfeited.
9. **Security deposit refunds** will be issued via check to the applicant listed on the agreement **within 3 weeks after the rental**, provided there is no damage to the park or its facilities and all guidelines have been followed.
10. **Decoration Policy:**
 - a. No tacking, taping, nailing, pinning, command strips, screws or stapling to attach any object, sign, decoration, ornamentation, wire or any other tangible item to the premises is allowed.
 - b. No candles (lit or unlit), torch, or other ignited or flame-bearing objects are allowed.
 - c. No helium-filled balloons are allowed unless tied or weighed down.
 - d. No rice, confetti, glitter, or bird seed will be allowed indoors or outdoors.
 - e. No tape or adhesive may be used on walls or floors.
11. **The Park opens at 6:00 am and closes at 10:00 pm** unless otherwise approved by the Village Board. Events held exclusively indoors may run until 11 p.m. with cleanup completed by midnight. From April-August, baseball games may be held concurrently with rentals.
12. **Wine or Beer:** A Temporary Class B Beer/Wine License is required to serve or sell beer or wine coolers. This license can only be issued to an organization or club, not individuals. Permanent liquor licenses are not available for this facility. Beer or wine may be served for free at private events, but not as part of a cover charge or meal. Per Wisconsin Statute 125, alcohol may not be served to anyone under 21. Glass bottles are not allowed.
13. **Other Information:**
 - a. The fireplace may be used with a wall switch and must be turned off prior to leaving.
 - b. Return thermostat to the original setting prior to leaving.
 - c. The kitchen is intended for catering and reheating and may not be used for preparing food.
 - d. All grilling must be done outdoors.
 - e. There is no public access to Wi-Fi or internet service at the Community Center.
 - f. If you would like to see the facility prior to your rental, please contact the Village office during business hours to schedule a walk-through.

Cleaning CHECKLIST

COMMUNITY CENTER

DATE: _____

№	ACTIVITIES	<input checked="" type="checkbox"/>
1	Wipe down used tables and chairs and return them to original layout	<input type="checkbox"/>
2	Clean glass doors and windows if smudged or sticky	<input type="checkbox"/>
3	Sweep all used rooms	<input type="checkbox"/>
4	Mop any spills or sticky areas with warm water only	<input type="checkbox"/>
5	Empty refrigerator of all food and beverages; wipe up spills	<input type="checkbox"/>
6	Wipe down all kitchen surfaces used (stovetop, microwave, sink)	<input type="checkbox"/>
7	Flush all toilets and remove debris from bathroom floors	<input type="checkbox"/>
8	Wipe down bathroom sinks and counters	<input type="checkbox"/>
9	Empty all garbage bins (main room, kitchen & bathrooms) and replace with fresh bags (extra bags provided in kitchen drawer)	<input type="checkbox"/>
10	Reset thermostat to original setting: Winter 62°F / Summer 76°F	<input type="checkbox"/>
11	Turn off fireplace if used	<input type="checkbox"/>
12	Wipe down picnic tables/benches if used and sticky or soiled	<input type="checkbox"/>
13	Turn off all lights	<input type="checkbox"/>
14	Close all doors and windows; Lock exterior & interior doors to the restrooms	<input type="checkbox"/>
15	Remove trash from outdoor and parking areas (incl. cigarette butts)	<input type="checkbox"/>

Please complete the above tasks before leaving the facility. Failure to complete all tasks may result in partial or full forfeiture of your security deposit.

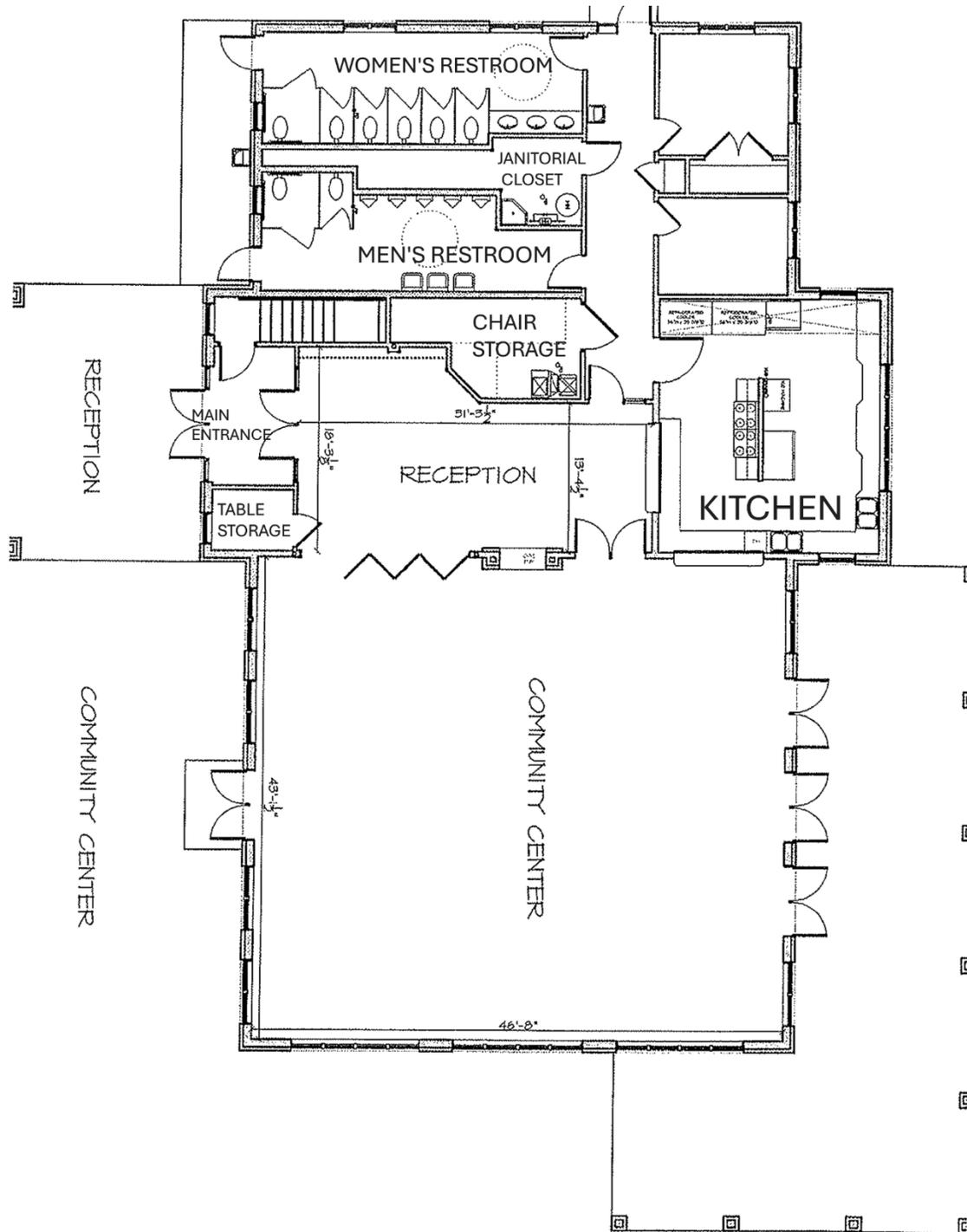
Report any damages as soon as possible to 920-699-2296. Village staff will respond during regular business hours.

Cleaning Supplies Provided in Janitorial Closet:

- Broom, dust mop, and mop with bucket
- Paper towels and all-purpose cleaner for surfaces
- Sponges and gloves
- Extra garbage bags

Do not use soap or cleaning products on the wood-look floors. Use warm water only for mopping up spills.

Community Center Diagram:



Community Center Capacity: 150 auditorium style seating (speaker/presentation), 100 seating (wedding, party) with 30 additional possible outside seating under roof with picnic tables.

Room Dimensions: Large room is 46'8" x 43'5" and reception room is 18'3" x 31'3"

Tables & Chairs Available: Two 5' Round Tables and Four Long Tables remain set up at all times. There are additional chairs in storage (total 110 available) and ten 30'x72" tables in storage. If set up, these must be put away at the end of your rental.