



## Community Center Use Agreement

417 Union Street, Johnson Creek

Johnson Creek Community Center is available for rent to persons ages 21 and over. Reservations are accepted after January 1st of the current calendar year. January rental dates will be considered the prior year. The named applicant is responsible for the Community Center during the rental and is responsible for cleaning the facility following use. **\*\*Reservations will only be confirmed after full payment of fees and deposit, and approval by a Village representative.**

### APPLICANT/RESPONSIBLE PARTY INFORMATION

NAME	MAILING ADDRESS OF RESPONSIBLE PARTY	
PHONE #	EMAIL ADDRESS	
EVENT DATE	EVENT DESCRIPTION	
ESTIMATED ATTENDANCE	EVENT BEGIN TIME	EVENT END TIME

**Fees:** A \$500.00 security deposit is required in addition to all applicable rental fees. The security deposit will be cashed upon receipt, and a refund check will be issued to the applicant named above within three weeks after the rental date. The full deposit will be refunded provided that all terms of the rental are met, including (but not limited to): no damage to the Community Center or its property, full completion of the cleaning checklist, the event ends at the scheduled time, and all doors and windows are properly closed and secured. The rental fee is \$400.00 for four hours or less of rental time and additional time may be added at a rate of \$100.00 per hour. A non-refundable \$50.00 access fee applies to each rental. A wireless microphone is available for rent for \$25.00. **Sales tax applies to all rentals unless a Wisconsin Sales and Use Tax Exemption Certificate (Form S-211) is received with application.**

**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.

**Set Up and Cleaning Time:** The front door will automatically unlock two hours prior to your scheduled event time. Tables and chairs must always remain inside the building. 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. 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.

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

### Decoration Policy:

- 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.
- No candles (lit or unlit), torch, or other ignited or flame-bearing objects are allowed.
- No helium-filled balloons are allowed unless tied or weighed down.
- No rice, confetti, glitter, or bird seed will be allowed indoors or outdoors.
- No tape or adhesive may be used on walls or floors.

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

**Park Hours:** Firemans Park is open from 6 a.m. to 10 p.m. Events held exclusively indoors may run until 11 p.m. with cleanup completed by midnight. Note: From April through August, baseball games may be held concurrently with rentals.

**Alcohol Information:** Wine or beer may be served to persons over 21 years of age at private, invitation-only events within the Community Center. Selling or serving alcohol (even at no cost) at public events requires a temporary Class B license. Issuance of temporary Class B licenses is restricted by State Statutes to specific types of organizations. Consult the Village Clerk at 920-699-2296 if you have questions regarding licensing. GLASS BOTTLES are prohibited at Firemans Park and in the Community Center.

**Other Information:**

- The fireplace may be used with a wall switch and must be turned off prior to leaving.
- If you need to change the thermostat setting, please return to the original setting prior to leaving.
- The kitchen is intended for catering and reheating and may not be used for preparing food.
- All grilling must be done outdoors.
- There is no public access to Wi-Fi or internet service at the Community Center.
- 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.
- To report issues, call 920-699-2296 and leave a message. Staff will respond during business hours.

**FEE CALCULATION**

<b>Rental Fee (up to four hours of use)</b>	<b>\$400.00</b>
<b>Access Fee (non-refundable)</b>	<b>\$50.00</b>
<b>Additional Hours (@ \$100/hr)</b>	
<b>Microphone (optional @ \$25)</b>	
<b>Subtotal</b>	
<b>Sales Tax (5.5%)</b>	
<b>Total Amount Due (Not including Deposit)</b>	

**A \$500.00 deposit is due at the time of application. This amount is refundable only if all rental rules and conditions are followed.**

*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, I am solely responsible for damage to the Community Center during the rental/event. Any damage or failure to clean the facility after use may result in the forfeiture of a portion or all of the security deposit. The Community Center may be monitored by video surveillance in public areas for safety and security purposes. By signing this agreement, the applicant acknowledges and consents to potential video recording during the rental period. Any violation of federal, state or local laws immediately terminates this agreement and results in forfeiture of the security deposit. The Village cannot be held responsible for 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.*

**Printed Name:** \_\_\_\_\_

**Event Date/Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

*Office Use Only*

<b>Rental Fee Received:</b> \$ _____ 100-48220-150 taxable 100-48220-100 nontaxable	<b>Access Fee Received:</b> \$ _____ 100-48230-150 taxable 100-48230-100 nontaxable	<b>Deposit Received:</b> \$ _____ 100-23150-000	<b>Sales Tax Received:</b> \$ _____ 100-24213-000	<b>Date Received:</b> _____
Reservation Listed on Website: _____ and in Binder: _____			Deposit Refunded: _____	

# Community Center Cleaning CHECKLIST

DATE: \_\_\_\_\_

Please complete the following cleaning tasks before leaving the Community Center. These items will be reviewed by Village staff. Failure to complete all tasks may result in partial or full forfeiture of your security deposit.

Reminder: Report any damages as soon as possible to 920-699-2296 and leave a message. Village staff will respond during regular business hours. We appreciate your help in keeping our Community Center clean and well-maintained!

## Cleaning Supplies Provided in Janitorial Closet:

- Broom, dust mop, and mop with bucket
- Paper towels and all-purpose cleaner for surfaces
- Extra garbage bags (inside each bin and in top drawer in kitchen immediately to the right)

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

No	ACTIVITIES	
1	Wipe down used tables and chairs and return them to posted layout	<input checked="" type="checkbox"/>
2	Clean glass doors/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 cans (main room, kitchen & bathrooms) and replace with fresh bags	<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	Check outdoor and parking areas for debris (incl. cigarette butts)	<input type="checkbox"/>

## Final Reminders:

- Items left uncleaned or damaged may affect your deposit
- Village staff may review video footage to confirm cleaning, damage, and time of exit

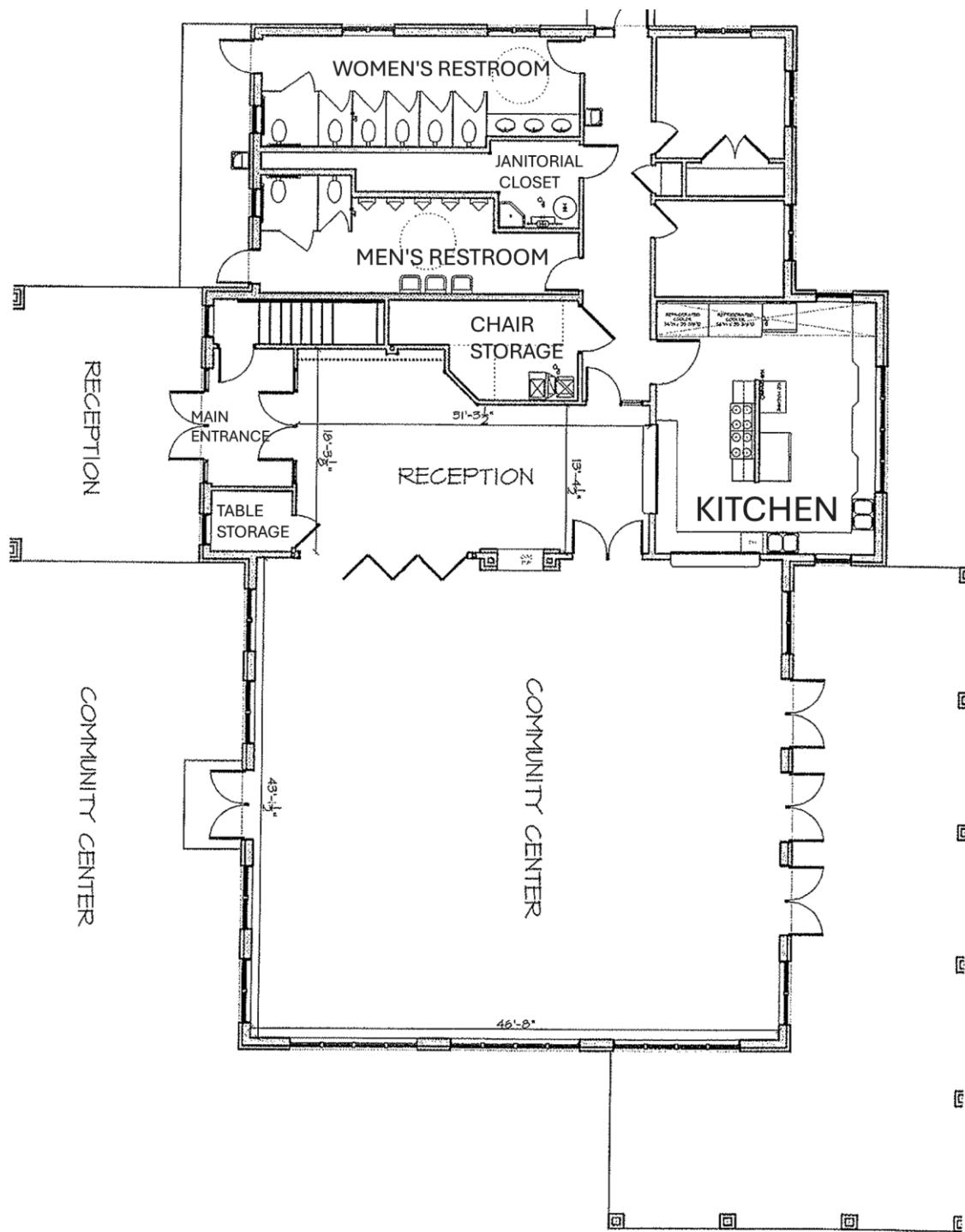
## Renter Information

Exit Time: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Damages Noted: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_



### 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 Small 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.