



**Village Board Meeting Room Use Application**  
 125 Depot Street, Johnson Creek

Applicant Name			
Applicant Address	City	State	Zip
Applicant Phone Number	Applicant Email		
Purpose of Rental		Estimated Attendance (75 Capacity)	
Date(s) of Event	Time(s) of Event		

Village Group defined as: 501(3)(c) nonprofits, civic, charitable, or school organizations (e.g. JC Area Chamber of Commerce, JC School District, Senior Club) based in Johnson Creek.

A \$40 fee is charged to open and a \$40 fee to close the Village Hall for events held **outside regular Village business hours** (Monday–Friday, 8:00 AM to 4:00 PM). *This fee does not apply to events held during business hours or to Johnson Creek School functions.*

A **\$150 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. If any portion of the deposit is forfeited, the applicant will be responsible for replenishing it to always maintain a \$150 balance.

Fees		
Group Type	Fee	Total
Non-Village Group	\$30.00	\$
Village Group	\$0.00	\$
Event Fee – Open (If outside business hours)	\$40.00	\$
Event Fee – Close (If outside business hours)	\$40.00	\$
Wisconsin Sales Tax (Excludes deposit)	5.5%	\$
Refundable Security Deposit	\$150.00	<b>\$150.00</b>

**Grand Total: \$ \_\_\_\_\_**

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 Village Board Room. 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. The Village reserves the right to terminate or modify this agreement at any time.

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

Date: \_\_\_\_\_

## Guidelines for Board Room 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 and use of alcohol is not permitted** in the Municipal Building.
4. **Set up will be the responsibility of the user.** Chairs and tables will be available. The room must be returned to the original set up.
5. **All trash must be disposed of in the appropriate receptacles** or removed from the premise. Garbage in Black bags, Recycling in Clear bags.
6. **Tables must be properly cleaned** and wiped If refreshments are served.
7. **The village is not responsible for any article left, lost, or stolen on the premises.**
8. **Reservation fee refunds** will be issued for cancellations made at least 7 days prior to the event. Cancellations made within 7 days of the event will not be refunded.
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.

<b>-Office Use Only-</b>			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