



# Community Center Use Agreement

## 417 Union Street, Johnson Creek

Village of Johnson Creek  
125 Depot Street, PO Box 238  
Phone: 920-699-2296, [info@vi.johnsoncreek.wi.gov](mailto:info@vi.johnsoncreek.wi.gov)

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. NOTE: The applicant/responsible party must arrive one hour prior to rental to meet Village staff when they unlock the facility and must remain at the facility during the rental and until the post-rental inspection is completed by staff.

**Reservations are finalized and dates held upon payment of all fees and security deposit and approval by a Village representative.** Provided there is no damage to the Community Center facility, the security deposit check will be shredded unless the renter makes arrangements to pick up the check at Village Hall following the event.

### APPLICANT/RESPONSIBLE PARTY INFORMATION

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

**Fees:** A security deposit of \$500.00 is due in addition to any applicable rental fees. The security deposit may be submitted in a separate check. 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/hour. An event staffing fee of \$80.00 is due for every rental occurring outside of Village business hours of Monday-Friday, 8 a.m. to 4 p.m. This event fee increases to \$200.00 on a holiday or holiday weekend (see calendar at [www.johnsoncreek-wi.us](http://www.johnsoncreek-wi.us) for dates incurring holiday rates). A wireless microphone is available for rent for \$25.00. There is no Wi-Fi or internet service available. **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:** Village staff will arrive one hour before your event to open the building and review policies. Tables and chairs must always remain inside the building. Cleaning and returning the Community Center to the condition it was upon arrival is required one hour after rental time ends. Village staff will return one hour after the end of your event to review the condition of the facility and ensure the cleaning checklist is completed. Damage or lack of cleanup will be noted and may result in the loss of full or partial security deposit. The applicant must stay on the premises until the building is inspected after rental.

### **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.
- A microphone is available for rent.
- There is no public access to Wi-Fi or internet service at the Community Center.

**FEE CALCULATION**

<b>Rental Fee includes four hours of use or less</b>	<b>\$400.00</b>
<b>Rental Fee, add \$100.00 for each added hour</b>	
<b>Event Fee, add \$80.00 or \$200.00 depending on date/time of rental (see above)</b>	
<b>Microphone, add \$25.00 if you will need microphone</b>	
<b>Subtotal</b>	
<b>Sales Tax (5.5%)</b>	
<b>Rental Fees Total</b>	

**A security deposit of \$500.00 is also due at the time of application.**

*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. 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>Event 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/Check Returned: _____	

# Community Center Cleaning Checklist

These items are evaluated by the Village staff and a portion, or all of the security deposit may be withheld based on satisfactory cleaning of the facility. Thank you in advance for your cooperation!

Broom, dust mop, and mop with bucket are available in janitorial closet. Hot water mopping is all that is required for spills. Do not use any soaps or floor cleaners on the wood-look floors.

<b>GENERAL CLEANING</b>	
	Wipe down tables and chairs that were used. Return tables and chairs to room layout posted.
	Clean glass doors/windows if guests have left excessive prints or spilled on glass.
	Sweep floors of all rooms that were used, mop up any spills or stickiness using warm water.
	Vacuum rugs if excessive salt was tracked in during winter.
	Remove all food and beverages from the refrigerator and wipe any spills in refrigerator.
	Wipe down all kitchen surfaces used during rental, including stovetops, microwave and sinks.
	Ensure all toilets are flushed and pick up debris such as toilet paper and paper towels on bathroom floors.
	Wipe bathroom sinks and counters.
	Empty all garbage cans including kitchen and bathrooms and place fresh bags in each receptacle.
	Adjust the thermostat to original setting (62 winter, 76 summer), turn off fireplace.
	Village staff will turn off lights and lock doors.
<b>OUTDOORS</b>	
	Check outdoor and parking areas used by your guests for debris (including cigarette butts).
	Check picnic tables and benches used by your guests for stickiness and spills, wipe if needed.

Name (Renter) \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

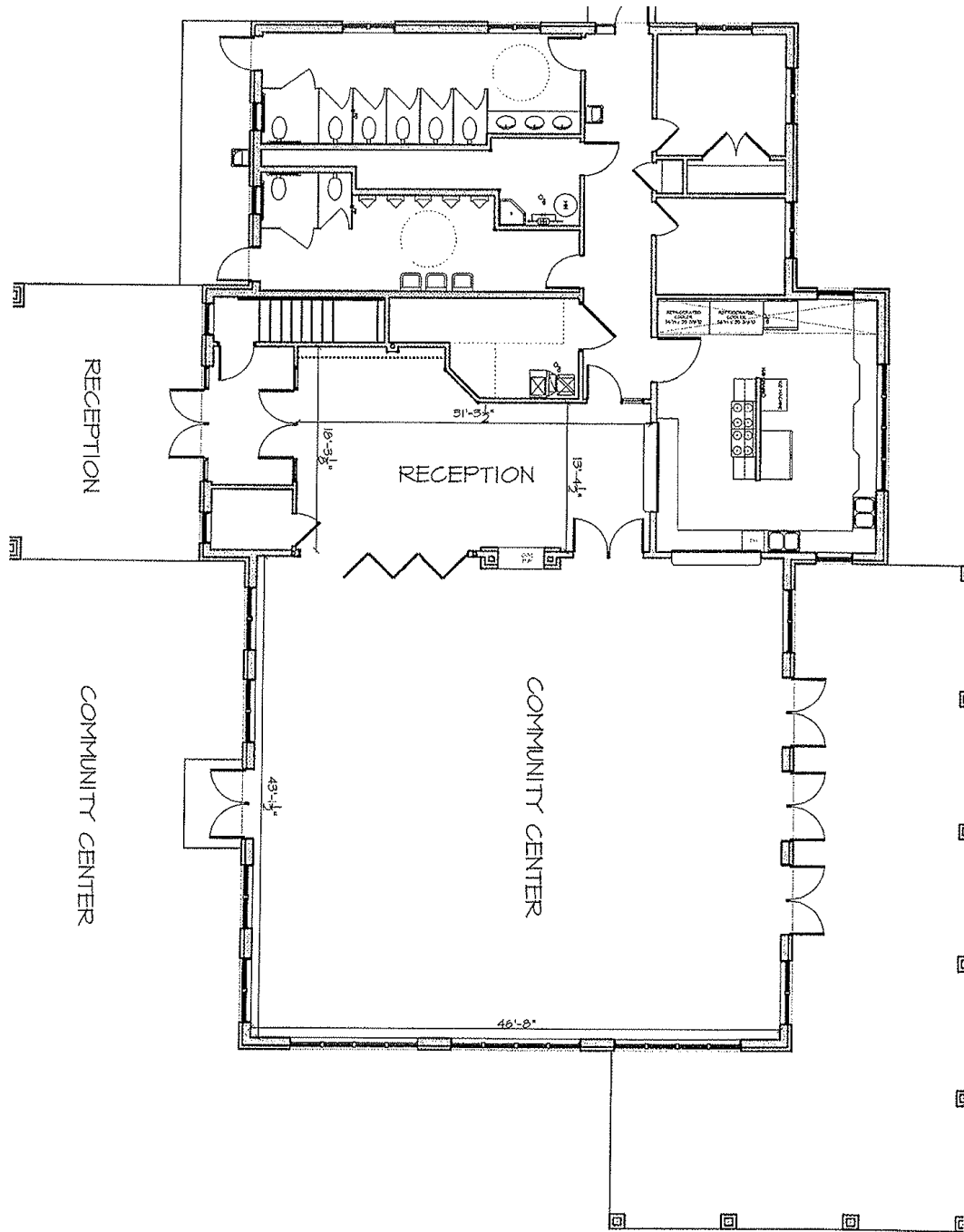
Damages or failure to clean noted upon exit inspection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exit Time: \_\_\_\_\_ Staff 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.