CHILTON CITY HALL ROOM USAGE AGREEMENT

42 School St., Chilton, WI 53014 **Phone: (920)849-2451** **Fax: (920)849-2025**

This User Agreement is made and entered into between the City of Chilton, hereafter "City" and

_____ hereafter "User". The parties agree as follows:
(Name of User)

1. **FACILITIES USED:** User rents the following facilities where indicated by an **"X"**:

   Main Level: ***Lower Level:***

   _____Community Center _____ Band Room ____ Youth Room

*Stop by City Hall to view the room prior to reserving it to make sure it meets the accommodations needed for your size party.

2. **USER DATE & TIME:** The facilities are used for the following date and time:
   DATE: _____ TIME: FROM _____ TO _____

3. **RENTAL AND SECURITY DEPOSIT FEE:**
   User shall pay the City a Rental Fee of $50.00 and a Security Deposit Fee of $50.00. **Payment and completed Agreement must be received within two weeks of reserving a room.** In the event the user has delinquent debt owed the City, the user must have all City of Chilton invoices paid two weeks prior to the requested date or the user will not be allowed to use the room and the City shall retain the $50.00 rental fee. Payment can be made by cash, check made payable to the City of Chilton, debit card, or credit card. A convenience fee applies for all debit and credit card transactions.

   RENTAL FEE: $50.00 SECURITY DEPOSIT FEE: $50.00
   (Fee includes sales tax and applies to each day used)

USER POLICY: It is the City's policy that service clubs and non-profit organizations with the principal office in the City of Chilton not be charged a rental fee for use of the Community Center; however if the rules and regulations of this Agreement are not followed a minimum fee of $100.00 will be invoiced to the service club or non-profit organization. In the event of a cancellation received less than 14 calendar days and the event is on a Saturday or Sunday, the City shall invoice the club or organization a $50.00 rental fee.

4. **LIABILITY.** The City shall not be liable for any injuries, death or property damage arising out of the use by User of the above described facilities and User agrees to hold the City harmless.

5. **PURPOSE.** Premises are used for the following purpose: _____

6. **DOORS OF COMMUNITY CENTER:** The **front doors** of the Community Center should be open upon your arrival. If they are not, call the Calumet County Sheriff's Department at **849-2335** to have them dispatch the City Police Officer on duty to open the doors.

   THE SIDE DOORS OF THE COMMUNITY CENTER MAY NOT BE LEFT STANDING OPEN OR BLOCKED OPEN FOR ANY REASON. IF SO, SECURITY DEPOSIT SHALL BE RETAINED.

7. **CLOSING TIME.** The facilities must be vacated and locked by 12:00 midnight.

8. **RULES & REGULATIONS.** In addition to the duties of the User above, User agrees to abide by the following rules and regulations which are hereby incorporated into this Agreement. If the rules and regulations are not followed, the City reserves the right to retain the Security Deposit. User agrees to pay additional fees for damages or extra time required to clean and restore facilities.

   - It is understood that any City of Chilton Police Officer or any other employee of the City of Chilton has the right to enter the rented premises at any time.

(continued on reverse side)

- The City is not responsible for any articles left, lost or stolen on the rented premises.
- Smoking is prohibited.
- Beer and Liquor Limitation. No sale, admission fee, donation, contribution or other charge shall be collected when intoxicating liquor or fermented malt beverages are consumed. Alcoholic beverages are permitted for any function by any person who has attained the age of 21 years if none of the above provisions are violated.
- No decorations shall be hung from the ceiling, light fixtures, wall surfaces or doors.
- No outside music is permitted.
- No outdoor cooking grills allowed outside facility.
- No animals are allowed in the facility or on adjacent grounds.
- Kitchen use means appliance use only. Appliances need to be cleaned after use. Kitchen items including towels, utensils, etc. are owned by other organizations and may not be used. Therefore, you must provide your own kitchen items.
- CANCELLATION POLICY: Notification of cancellation received up to 14 calendar days prior to the scheduled booking will allow for a full refund. Late notification will result in the City retaining the rental Fee of $50.00. Inclement weather – no refund. Reservations can be made beginning the first working day in January for the upcoming thirteen month period.
- No admission fee shall be collected for any activity.
- Care of Facilities. It shall be the responsibility of the User to clean all floor areas including hallway floors, facilities, bathrooms, appliances, chairs and tables before the termination of the rental period. "CLEAN" means the facility shall be suitable for immediate use by the next User. Tables and chairs must be put back in their original positions. The room should be left in the same condition as it was found so it is ready for the next User.
- Garbage Items. All garbage should be placed in the garbage bags provided and put in the garbage containers located outside the side doors of the Community Center.
- Recyclable Items. All recyclable items should be commingled and placed in the recycling containers located outside the side doors of the Community Center. **NO BAGS**
- User shall be in rented room, or have a designated attendant in City Hall, during the entire requested hours of rental for security purposes. This shall be strictly enforced.

PRINT USER NAME: _____

RESIDE AT: _____

MAILING ADDRESS: _____

PHONE NO. _____ *MOBIL PHONE NUMBER:* _____

I have read and understand the rules and regulations of this Agreement.

User's Signature: _____ DATED: _____