

TOWN OF WOODRUFF FACILITIES RENTAL AGREEMENT

TODAY'S DATE _____ REQUEST USE DATE: _____

RENT PAID _____ SECURITY DEPOSIT PAID _____ RETURNED _____

RENTER'S NAME _____ PHONE (H) _____ (W) _____

ADDRESS _____ DRIVER'S LICENSE _____

TYPE OF ACTIVITY _____

ROOM TO BE RENTED: ___ COMMUNITY ROOM ___ MEETING ROOM ___ KITCHEN

The above stated person hereby agrees to the following conditions. Residents' rates apply to immediate family members.

DECORATING: NO TAPES OF ANY KIND can be attached to any painted surface or ceiling tiles to anchor decorations. If you are decorating for a wedding on a Saturday, you may come in to decorate at noon on the Friday before the wedding if the community room is available. Make arrangements with the Clerk.

CLEANING THE BUILDING: Must bring own towels and wash cloths. Clean after the function by sweeping and mopping. We expect the building to be in the same condition or better in which you found it before the function. You are free to make arrangements with an outside service if you do not want to personally clean it.

KITCHEN USE: Floors, counters, refrigerator, ovens and tops of stoves must be cleaned. All personal property must be removed prior to returning the keys. **All floors must be cleaned to original condition.**

TRASH: You must supply your own black garbage bags and trash must be placed in dumpsters by the parking lot. Grounds outside must be picked up.

CHAIRS AND TABLES: Renter is responsible for setting up chairs and tables. **After activity, wash tables and chairs replacing them in the storage carts in the storage room. Failure to comply will result in forfeiture of security deposit.**

Table inventory _____ Chair inventory _____ Renter's initials _____

SMOKING: No smoking in the building as mandated by Federal Law.

PARKING: NEVER park in driveways/fire lanes nor in front of the Fire Station/Town Shop. All vehicles must be parked in designated parking areas.

ASSIGNMENT: Tenant cannot assign this rental agreement to another party.

PROHIBITION AGAINST HAZARDOUS MATERIAL: Tenant shall not cause or permit any hazardous material including, but not limited to any solid, liquid, vapor, soot, fumes, acids or waste to be brought on the premises.

USE OF PREMISES: Tenant shall use the facility only for lawful purposes.

INDEMNIFICATION AND HOLD HARMLESS tenant agrees to indemnify and hold the Town of Woodruff harmless from any and all claims and causes of action (including costs and expenses in defending such claims and causes of action) arising from any negligent act, negligent omission, or intentional tort in the use of the premises resulting in damage, injury or death by tenant or tenant's agents, invitees, or guests occurring during the term of this rental agreement.

PROCEDURE: Application for the Town of Woodruff facilities rental must be submitted no less than thirty (30) days prior to use.

Rental fees and security deposit must be submitted at the time of the rental request. The checks will be deposited in the town's account. Refunds can be held as long as thirty (30) days to fully evaluate any possible damage. In the event of any damage to the property, the replacement or damage cost will be deducted from the security deposit and the balance refunded.

KEYS: The keys may be obtained one (1) day prior to use and returned in the same allotted time. A \$100 re-keying charge will apply for any lost keys.

Signature of Responsible Party

Town Representative

Inspected by

Date

CONTACT/MAILING INFO:

Town of Woodruff
1418 1st Avenue
P.O. Box 560
Woodruff, WI 54568

Phone: 715-356-9421

AFTER HOURS: Woodruff Police Department 715-356-9424

RENTAL CHECKLIST

To override the thermostat setting, press the arrow button up/down to the temperature you desire and press the button corresponding to the word "Done". This will override the programmed setting for 2 hours.

Kitchen Clean-up

Be sure to bring trash liners and dishtowels.

Please ensure the following tasks are completed:

1. Wash dishes and put them away.
2. Wash counters, refrigerator, microwave and top of stove.
3. Sweep and wash floor if necessary.
4. Leave used kitchen towels by sink.

General Clean-up

Please ensure the following tasks are completed:

1. Wash tables and chairs.
2. Put away tables and chairs in storage closet.
3. Sweep and mop floors.
4. Pickup any paper towels on bathroom floors and empty garbage.
5. Leave garbage in mechanical room.

Turn off lights and lock doors

Please ensure the following tasks are completed:

1. Turn off all lights including canned lights with dimmers in Community Room and the switch by the soda machine for the bank of night lights.
2. Lock doors and return keys
 - a. Double-check doors to make sure they are locked by pressing on them.
 - b. Leave "T" shaped key on window sill in entryway
 - c. If you have a key for the outside door, leave that key on the kitchen island.

❖ **Report damage you observe.**

If you need assistance after hours, call the Police Department 715-356-9424.
Thank you for leaving the facility in the same/better condition than you found it!

TOWN OF WOODRUFF FACILITIES RENTAL RATES & POLICIES

All personal property must be removed after each event.

The security deposit will be one (1) times the rental rate with a minimum deposit of \$100.00.

The rental rates and rental policies will be re-evaluated by the Town Board at least once a year. A \$100.00 re-keying charge will apply for any lost keys.

If two events occur simultaneously and both parties wish to use the kitchen, preference will be given to the person(s) renting the community room.

The conference room can be rented from 9:00 a.m. until 4:00 p.m. Monday through Friday. Maximum capacity is 15. No alcohol is allowed in the conference room.

The community room cannot be occupied beyond 12 a.m. (midnight). Maximum capacity is 180.

Alcohol is allowed to be served but cannot be sold. The rental rate for an event with consumption of alcohol is an additional \$100.00.

The following are the current rental rates:

FACILITY RENTAL RATES						
\$100.00 MINIMUM DEPOSIT	RESIDENTS	NON- RESIDENTS	FOR PROFIT ORGANIZATIONS	GOVERNMENT ENTITIES	CLUBS & MEMBERSHIP ORGANIZATIONS	COMMUNITY SERVICE ORGANIZATIONS
CONFERENCE ROOM- 15 PEOPLE MAX	\$15.00	\$30.00	\$50.00	\$25.00	\$15.00	\$0
COMMUNITY ROOM WITHOUT ALCOHOL	\$250.00	\$400.00	\$100.00	\$50.00	\$40.00	\$0
COMMUNITY ROOM WITH ALCOHOL	\$350.00	\$500.00	\$200.00	\$150.00	\$125.00	\$125.00
SHOWERS, BIRTHDAYS, FUNERALS	\$60.00	\$100.00				
SET-UP AVAILABLE FOR A FEE						

Request for the Town of Woodruff facilities rental must be submitted no less than thirty (30) days prior to use. Rental fees and security deposit also must be submitted no less than thirty (30) days prior to use.

Annual rental rates can be negotiated with the Town Board.

Effective May 12,2011.