



## RESERVATION GUIDE OF COMMUNITY CENTER

*This policy is subject to change and review by the Village Board.*

1. Community Center facilities can be reserved by completing and signing the reservation form and paying the rental fee. No phone “holds” will be made and forms received without payment will not guarantee the reservation. Reservations are taken no more than one year in advance, and are on a first come, first served basis. Facilities are available for reservation 365 days a year, from 7:00am to 1:00am. Village functions shall take priority.
2. The rental agreement is for the dates registered, no early set-up/take down is allowed without paying for additional rental dates.
3. Facility amenities include air conditioning, kitchen area with stove, refrigerator, microwave, chair & table capacity to seat 112, and additional banquet tables for serving/displays.
4. **Personal checks will be accepted only from the person signing the rental agreement.**
5. The key may be picked up Wednesday through Friday (office hours are 8:00am-4:00pm and 8:00am to noon on Friday) at the Village Hall Office, 913 S. Wisconsin Dr., Howards Grove. The key should be returned in the drop box outside the front doors of Village Hall.
6. Please note that **failure to obtain the key during regular office hours may result in you not being able to obtain access to the building.** Village staff is not responsible to help you get the key after regular business hours, however, IF staff is available to provide you with afterhours access, you will be charged a minimum of \$50 (or actual costs, if more) for the employee’s time, which will be taken out of your deposit. Fees will not be refunded if you fail to pick up your key and you are unable to access the building for your event.
7. **Failure to lock the doors following your event will result in the loss of your security deposit.**
8. Failure to place the key in the utility drop box at the end of the rental period will result in a forfeiture of \$25.00.
9. After your event, the Village will inspect the facility, and may retain any or all of the deposit it deems necessary to cover the cost of clean-up and/or repairs. Please note that tape residue found following your rental will result in a \$50 charge against your deposit to cover the additional cleaning time required. If everything is in good order, a deposit check will be mailed within two weeks of the reservation date. You will be contacted the next business day after your rental if there is any need to keep part or all of your security deposit.

**VILLAGE OF HOWARDS GROVE  
COMMUNITY ROOM RESERVATION FORM**

Name of Person/Organization renting: \_\_\_\_\_

Reason for use: \_\_\_\_\_

Contact person (if organization): \_\_\_\_\_

Address of renter: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone No: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

Number of people expected \_\_\_\_\_ Food being served: yes \_\_\_\_\_ no \_\_\_\_\_

**Rental Agreement**

**In consideration for the use of the above requested Village of Howards Grove facilities, I hereby agree to the following:**

- The rental fee is \$150 (resident) and \$200 (non-resident), payable with this Rental Agreement to the Village of Howards Grove. Rental is for dates registered, no early set-up/take-down is allowed without payment for additional days.
- Cancellations more than 14 days prior to the reservation, will receive a refund of the rental fee less a \$15.00 processing fee. Cancellations less than 14 days prior to the reservation date will not be refunded the rental fee, the deposit will be returned by mail. Fees for credit/debit card transactions are non-refundable.
- A refundable deposit of \$65 is included in the rental fee and will be returned upon satisfaction of rental agreement. If the key is not picked up during regular business hours, and IF an employee is available to provide afterhours access, I will be charged a minimum of \$50, taken from the deposit. I assume all responsibility for any damages or excessive cleaning needed that may be caused directly or indirectly to the furnishings, room and/or facility during my event. I understand payment for damages shall be taken from the deposit paid and any charges above the deposit will be invoiced to me. I also understand that **failure to lock the doors following my event will result in the loss of my security deposit. Failure to place the key in the utility drop box at the end of the rental period will result in a forfeiture of \$25.00.**
- The Village of Howards Grove or any of its officers, agencies or employees, will not be responsible for injuries, loss of or damage to personal property occurring as a result of my activity being conducted on Village property. In addition, I agree to hold the Village of Howards Grove harmless from any and all actions, suits, relating to my use of such property.
- Violation of any rental guidelines, Village Codes or disturbances to residential neighborhoods adjacent to the Community Center will be just cause for immediate cancellation of the activity by Village Law Enforcement or Sheboygan County Sheriff's Dept. (one warning will be given to the person in charge before cancellation).
- IN ADDITION TO THE ABOVE, I ACKNOWLEDGE RECEIPT OF, UNDERSTANDING AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS STATED IN THE ROOM USAGE GUIDELINES, CHECKLIST, AND RESERVATION GUIDE.

\_\_\_\_\_  
Signature of individual or authorized representative of organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**FOR OFFICE USE ONLY:**

-----  
Date \_\_\_\_\_ Amount Rental/Deposit paid \_\_\_\_\_ / \_\_\_\_\_ Rec # \_\_\_\_\_

Key Number \_\_\_\_\_ Date Key ret'd \_\_\_\_\_

Deposit Return: Date of check \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

Cleaning/Damage Charges \_\_\_\_\_

## VILLAGE OF HOWARDS GROVE COMMUNITY CENTER ROOM USAGE GUIDELINES

1. Village use of meeting rooms is a first priority and the Administrative Office reserves the right to cancel a reservation if the room is needed for that purpose. A minimum twenty-four-hour notice will be given. This right will not be exercised except in emergency situations.
2. **CONDITION OF PREMISES AND CLEANING:** Renter accepts the premises as being in good order and condition, and shall leave the premises in the same condition or better as when arrived. Please note, items in the labeled kitchen cupboards/drawers are not for your use. They are the property of the Senior Dining Program and not for use by renters. All cleaning must be done immediately following your event, as there may be other rentals that weekend. After your event, the Village will inspect the facility, and may retain any or all of the deposit it deems necessary to cover the cost of cleanup and/or repairs. See the Cleaning & Building Security Checklist for guidance on cleaning responsibilities.
3. **KEYS:** When you arrive, unlock the exterior doors for your guests. When you leave, relock the door. Return key to the upper level of Village Hall and deposit in the utility payment slot (left of front door). **Failure to return key at the end of the rental period will result in a forfeiture of \$25.00.** Lost keys will result in actual charges, the deposit will be applied to this cost and you will be billed for the difference to replace the key and door core.
4. **DECORATIONS:** No decorations shall be hung from any ceiling, wall or window in the facility using tape, tacks, staples or nails. Tape residue found following your rental will result in a \$50 charge against your deposit to cover the additional cleaning time required. Glitter is not permitted. All decorations shall be removed at the conclusion of your event. Please do not use any part of the entrance area for displays or exhibits per fire code.
5. **EXIT DOORS:** **\*\*Do NOT block access to any exit doors in the case of emergency.**
6. **CHAPERONES:** In the event of minors using the hall, there shall be at least two (2) chaperones present for every 25 minors. Adult chaperones must be in attendance the entire event.
7. **CLOSING HOUR & NOISE:** Please secure the building by 1:00am. Music shall be confined to the indoors, and shall be discontinued by midnight.
8. **SMOKING:** **The Village Hall and grounds are a tobacco-free facility. Smoking is not allowed.**
9. **ANIMALS:** No animals, except assistance animals, are allowed in building or on the property.
10. **FOOD AND REFRESHMENTS:** Please indicate on your reservation form if you plan to serve food or beverages. Prepared food may be brought into the facility and served. Please only use oven to keep food warm, not for cooking. **\*\*Beer and Liquor may be served by private parties but NOT SOLD.** The renter shall comply with State law regarding alcoholic beverages.
11. **ALCOHOL SALES:** If your event includes the sale or giving away of alcohol as part of a business or charitable venture, additional State laws apply and a license may be required. **\*\*Applications for such licenses must be received in the Clerk's office three weeks prior to a Village Board meeting (held the 3<sup>rd</sup> Tuesdays of the month) for approval before your event.**
12. **INSURANCE:** If, in the opinion of the Village of Howards Grove, the activity requested implies any form of hazard, or risk of liability, the renter shall be required to furnish proof of \$1,000,000 liability and property damage insurance that will indemnify the Village of Howards Grove. Such insurance must name the Village of Howards Grove as "Additional Insured" and shall give the Village ten (10) days prior notice in writing in the event of cancellation of the policy.
13. **COMMERCIAL USE:** Any Commercial or private enterprise/business renting the hall must comply with all guidelines as set forth in this agreement. In addition, they shall file with the Village Clerk, prior to the date of usage, a certificate of Insurance showing \$1,000,000 of liability, worker's compensation, and automobile coverage and naming Village of Howards Grove as an additional insured on their policy.

## Cleaning & Building Security Checklist

- **DO NOT USE** items in labeled kitchen cupboards & drawers. They are the property of the Senior Dining Program and do not belong to the Village.
- Remove garbage from containers (***including bathrooms***). Place in outside dumpster. New liners are located under small countertop next to refrigerator in kitchen.
- Recyclable items should be kept separate (aluminum, glass, tin, plastic). There is a separate recycling container – please remove bag, re-line the container, and put the bagged recyclables in the large green garbage dumpster in the parking lot.
- **Sweep Entrance Hall, Kitchen and Community Room floor.** Cleaning equipment is in the janitor's closet between the bathrooms. If needed (winter slush, wet/muddy footprints), please wet mop heavily used areas. Please empty the mop water in the janitor's closet sink.
- **Please bring your own towels and rags.**
- Check bathrooms and empty wastebaskets.
- Clean tables and return tables & chairs to original positions (map located on reverse side or in Rental Binder in kitchen).
- Clean kitchen surfaces.
- Please take all items you brought with you when you leave, including leftover ice, food, etc.
- Remove decorations.
- If guests were outside, check for debris such as plastic cups, water balloons, cans, etc.
- Turn off lights. Lock exit door with “allen key” and return the “allen key” to the alarm panel cover. (There is a security light in hall that stays on all the time.)
- Return key in the utility drop box on the upper level of Village Hall.

---

If you have any serious problems with the building, you may call Public Works at (920) 377-6037. Please note, if the reason for your call is to assist you to enter the building because you forgot to pick up the key during regular business hours, or you misplaced the key before you arrived, you will be charged \$50, which will be taken from your deposit.