

TOWN OF ELDORADO
COMMUNITY CENTER RENTAL APPLICATION

N7664 County C Eldorado, WI 54932
920-872-0800 (Town Clerk)

Date Requested: _____ **Time (approx.) from:** _____ **to** _____

Name of Applicant or Organization: _____

Please print

Name of person responsible: _____

Please print

Address: _____

City State Zip

Telephone # _____ **E-mail Address** _____

Type of Function to be held: _____

Number of people expected at function: _____ (the hall has a maximum capacity of 129)

What items will be brought into the Community Center for the activity: _____

The undersigned agrees to indemnify and hold the Town harmless for any damages or injuries arising out of the undersigned's use of the Community Center. I also state that I have received, read and initialed a copy of the Rules and Regulations

Signature of Applicant: _____ **Dated:** _____

Signature of Clerk: _____ **Dated:** _____

YOUR APPLICATION IS NOT CONFIRMED UNTIL THE TOWN HAS RECEIVED YOUR CHECKS

Please enclose the rental fee check, a separate check for the security deposit and a self-addressed, stamped envelope.

Make Checks payable to: [Town of Eldorado](#)

_____ \$100.00 Rental Fee – Residents (Town of Eldorado Property owner): Cash _____ Check # _____

_____ \$125.00 Rental Fee – Nonresidents: Cash _____ Check # _____

_____ \$50.00 Damage Deposit (residents and nonresidents): Cash _____ Check # _____

(will be refunded when it has been determined that the hall was left in satisfactory condition and all rules and regulations were complied with)

Certificate of Insurance may need to be provided (proof of Homeowner's or Renter's Insurance)

Received by: _____ **Dated:** _____

Town Clerk

** Please call one week prior to your event to schedule a time to pick up the rental key. **

REIMBURSEMENT

Date of Refund: _____ **Amount \$** _____ **By:** _____

Return this form with rental fee and deposit to:

Town of Eldorado, c/o Town Clerk, PO Box 8, Eldorado, WI 54932

TOWN OF ELDORADO

COMMUNITY CENTER RENTAL RULES & REGULATIONS

All parties wishing to rent the Community Center must present a written application with their deposits to the Clerk. Rental of the Community Center is on a first come, first served basis. Please contact the Clerk at 920-872-0800 if you have questions.

FEES & DEPOSITS: (Per day charges)

Separate checks are to be written to: **Town of Eldorado**

\$100.00 - **Residents or Property Owners** of the Town of Eldorado

\$125.00 - **Nonresidents** of the Town of Eldorado

\$50.00 - Damage Deposit ***required by all***

Nonprofit organizations may petition the Town Board for waiver of fees.

REFUND:

The \$50.00 damage deposit will be refunded if and when it has been determined that the hall was left in satisfactory condition and all rules and regulations were complied with.

- No reservation will be confirmed and recorded until this application is completed, returned and all fees are paid in full
- The Town of Eldorado reserved the right to refuse any application for building use.
- There is to be NO SMOKING in the Community Center. If you or any of your guest violate this rule, you will forfeit your refund and you will lose all future privileges in using or renting this facility.
- **NO** animals are allowed in the building or on the premises. Certified Service Animals are allowed.
- Fees are refundable if cancelled 15 days prior to the event.
- Activities are restricted to only that area for which permission is granted. Unlawful activities are not allowed. The activity shall not extend beyond the hours approved in this request. All functions shall end at 12:00 midnight unless a written extension has been granted prior to the scheduled event.
- The organization or individuals using the facility shall be responsible for their own equipment and moving it in and out of the building.
- The supervisor in charge of the activity shall be present during the entire activity.
- Town officials must have free access to all activities, if necessary.
- Area used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of the property. When additional custodial assistance is needed, a charge will be made and must be paid within 15 days of the event.
- No town property or equipment is to be altered or removed from the building.
- Exterior doors must be kept closed at all times to minimize noise and reduce utility costs.
- Building usage is revocable at any time by town officials. Building usage will not be granted for commercial or profit-making private enterprises businesses.
- Replacement charge of \$40.00 will be added if a key is lost.
- The Community Center and Grounds must be left in same orderly condition in which it was found.

I agree on behalf of the indicated organization or individual that all members and guests will observe the above regulations and that we, individually or as an organization, will assume full responsibility for any and all damages done to the Eldorado Community Center property during the indicated period of use. We also agree that we will at all times hereafter indemnify the Town of Eldorado against any losses, damage or expense of any kind, which said town may sustain or incur because of use of the above described building by our group using the property and we will further hold said town harmless for loss of any kind in connection therewith.

_____ Initials of person renting the Town Hall indicating that you are responsible, have read the above rules and regulations, and agree to abide by them.

TOWN OF ELDORADO COMMUNITY CENTER CHECK LIST

All cleaning supplies and garbage bags are supplied.

- _____ Wash off all table and counter tops, cabinets and stove, and bathroom mirrors.
- _____ Dust mop and scrub floors, including entrance hallway and bathrooms. Please remove all black scuff marks (use the mop handle with the tennis ball attached). Vacuum rugs.
- _____ The round table, 2 long tables and 10-12 chairs may be left out, but please return remaining tables and/or chairs to the storage closet.
- _____ Remove ALL decorations you put up.
- _____ Wash, dry and put away all dishes used. Empty coffee grounds from coffee makers.
- _____ Hang wet dish towels / rags to dry on the back of the kitchen door.
- _____ Remove all food that you brought from the refrigerator and wipe up any spills.
- _____ PLEASE RECYCLE! Please put soda cans, glass bottles and aluminum cans into the appropriate receptacle for recycling. If the bag is full, please put it in the recycle bin is located in parking lot behind the kitchen.
- _____ Put trash in garbage dumpster located at the bottom of the parking lot. New trash bags are located in the storage closet next to the men's bathroom.
- _____ Check restrooms. Make sure no water is left running and toilets are flushed. Wipe sink and toilet surfaces if dirty.
- _____ Turn off stove, microwave and unplug all coffee pots.
- _____ Turn off all lights. Lobby hall lights will remain on – motion sensor.
- _____ Please reset the thermostat, if applicable.
- _____ If you brought picnic tables up from the park pavilion, please put them back.
- _____ **LOCK UP AS YOU LEAVE.** Ensure the kitchen door and the Post Office door are closed tightly. Check windows to make sure they are closed and locked.
- _____ **Exit through the glass doors on the south end and leave keys and checklist at the office pay window.**