

COMMUNITY ROOM RENTAL PROCEDURES AND USAGE

- A. Hours - Community Room hours are from 7 a.m. to 12:30 a.m.
- B. Before making a reservation, please check the calendar on the Village website (www.kronenwetter.org) or call the Municipal Center at (715)693-4200. Making a reservation via mail or online in no way guarantees availability as it is on a first come, first served basis. Reservations will be accepted up to one (1) year in advance of the event date.
- C. Reservation times should include the time to set up, take down and clean the facility.
- D. Before a reservation for the Community Room can be booked, a Community Room Rental Agreement must be completed by the adult responsible and returned with the appropriate rental fee and security deposit. The Village will provide a key for entry into the building for events that have a signed and paid for Community Room Rental Agreement. The key can be picked up at anytime during normal business hours — 8 a.m. to 4:30 p.m. Monday through Friday during the week before the rental date.
- E. The key for the Municipal Center should be returned immediately after the completion of the event by dropping it into the drop box located at the front of the building (1582 Kronenwetter Drive). Renters who do not return the key will forfeit their entire deposit. The reservation drop box is located next to the agenda display box for after-hours key return.
- F. Only the renter/applicant is to enter through the side and/or lower doors. All others use the front door for entry and exit.
- G. The deposit is refundable after the function is over and the area has been inspected for damage or uncleanliness. Failure to clean adequately will result in forfeiture of the security deposit at the rate of \$100 per hour. The refund may take up to two (2) weeks to receive after the event. If the damage exceeds the deposit a separate billing will be sent to cover the additional costs of repairs and/or cleaning. TIP: Take photos before and after your event of the entire area.
- H. Decorations—All decorations shall be limited to placement on tables or countertops. No decorations may be hung from the ceiling or ceiling tiles. Lighted candles, fog machines, smoke machines, dance wax or any other type of dancing compounds are not permitted. Decorations should be removed immediately following the event.
- I. Set up, clean up and damage — The renter is required to set up and take down all tables, chairs and personal items, decorations or equipment. Broom, dustpan, dry mop, wet mop and mop bucket, tennis balls on sticks (for scuff marks on the floor) are furnished for rental purposes. Tables (15) and chairs (200) are furnished for rental purposes.
- J. The applicant/renter signing the reservation form is stating that they are the duly authorized representative for any and all damages, missing items and clean up. A clean up list is provided- Recycling of glass, plastic, tin and aluminum is required and shall be placed in the recycling bins provided. All garbage shall be placed in tied plastic bags and discarded in the garbage container in the north parking lot.
- K. Grills — if you intend to bring a grill it must be located away from the building. Please make sure the coals are cold because you will be taking them home to dispose of them. Any fire caused by the use of a grill is solely the responsibility of the renter.
- L. The facility as well as the parking lot area near the access doors are expected to be left in the same condition that the renter finds it when they arrive. No litter, cigarette butts or garbage should be left outside the doors. Also, do not dump anything down the storm sewer drain. Garbage belongs in the trash. TIP: Take photos or video of before and after your event of the entire area. The renter will be held responsible and billed for any unnecessary clean-up, losses, damages or charges due to the negligence on behalf of the renter especially where police and/or fire respond which exceeds the security deposit.
- M. Driveways must be kept open at all times — allow space for the entrance of an ambulance or fire truck. Absolutely NO parking in front of the Fire Department garage doors or the Police Department garage doors.**
- N. One or more adult chaperones must be present throughout all youth meetings and parties.
- O. Alcohol is allowed, but may not be consumed directly from glass containers. Alcohol beverages may not be sold on the premises. User shall ensure that alcohol is consumed in accordance with State laws. All alcohol must be served inside the municipal building by an adult bartender, who is present at all times. NO alcohol is to be served to minors.
- P. The building must be vacated by 12:30 a.m.

Village of Kronenwetter Community Room Rental Agreement

CANCELLATION POLICY

Security deposits are fully refundable in the event of a cancellation. Rental fees are fully refundable if the cancellation is made at least 7 days before the event date. If cancellation is not made at least 7 days in advance of the event, rental fee will be refunded less a \$25 administrative fee.

COMMUNITY ROOM CLEAN UP CHECKLIST

- Tables washed & chairs wiped down
- Chairs & tables folded and placed back in closet
- Floors swept and scuff marks, if any, are removed
- Restrooms inspected and cleaned (please check the upper & lower level restrooms)
- Kitchen cleaned (countertops wiped down, dishes done, personal items removed/packed up)
- Grounds outside are inspected and any garbage, cigarette butts or litter is picked up and put in trash.
- Garbage is removed and placed in dumpster at north end of parking lot.

HALL CAPACITY: 175

RENTAL FEES

	Fee	Security Deposit (APPLIES TO ALL RESERVATIONS)	Total Cost
Resident	\$100	\$200	\$300
Non-resident	\$150	\$200	\$300
Non-profit	\$0	\$200	\$200

PLEASE NOTE:

- If paying by check, check is cashed.
- Deposit will be forfeited *completely* if key is not returned (if provided).
- PRICES ARE SUBJECT TO CHANGE



Village of Kronenwetter Community Room Rental Agreement

APPLICANT NAME: _____ DATE: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

ORGANIZATION (IF APPLICABLE): _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ TIME PERIOD OF RENTAL: _____

Reservation Terms and Conditions:

A refundable security deposit is required to insure that the conditions of the agreement are met. The applicant is responsible for cleaning the Community Room before closing time (cleanup checklist attached). Any additional maintenance or clean-up required beyond considered normal will be billed to the applicant. Additionally, the Village may provide a key for entry to the building; if you do not return the key to the Village offices after your event, you will forfeit your entire security deposit. I agree to accept full responsibility for the terms and conditions of this application, and state that it is accurate and complete. I also agree to indemnify and hold harmless the Village of Kronenwetter, their employees, elected and appointed officials from any liability from claims of bodily injury, property damage and of any other nature arising from the use of the Village property by applicant, the organization or its members, invitees and guests. **I have received a copy of the PROCEDURES AND USAGE attached to this form. I agree to abide by all rules and regulations as established by the Committee for use of buildings and facilities.**

APPLICANT SIGNATURE: _____ DATE: _____

VILLAGE STAFF MEMBER SIGNATURE: _____ DATE: _____

-- Office Use Only --

Rental Fee Paid: Amount \$ _____ Check # _____ Cash CC/DC _____

Security Deposit Paid: Amount \$ _____ Check # _____ Cash CC/DC _____

Security Deposit Refunded: Amount \$ _____ Check # _____ Refund Date _____

Additional Charges \$ _____

Key # _____ Check Out Date _____ Key Return Date _____

Copy to Police Department

(VB APPROVED 10/09/23)