

VILLAGE OF ALMENA HALL
RENTAL POLICY & AGREEMENT
RESOLUTION # 2018-3
Effective January 10, 2018

WHEREAS; the Village of Almena has a meeting room within the municipal hall, 131 Soo Avenue East, Almena, and

WHEREAS; the intention of including this meeting room in the municipal building was to provide a meeting place for the residents of the village of Almena to hold the Village of Almena meeting for conducting village business, and

WHEREAS; the Village of Almena board of trustees would like to make the meeting room available for use by the residents of the Village of Almena

Now, therefore, the Village of Almena establishes the following meeting room use/rental policy:

The Village of Almena Village Hall is available for various kinds of rentals. The rental rates are as follows:

<u>RENTAL TYPE</u>	<u>RESIDENT RATE</u>
Five or more hours rental (6am – 10pm)	\$50.00
Four hours or less (6am – 10pm)	\$35.00
Non-Profit Groups (local 4H clubs, cub scouts, girl scouts, and other not-for-profit groups)	Free to listed groups. Call if questions. Must be a local group. Non-local groups welcome but will instill the regular fee.

Rental Fees

All rental fees must be paid prior to the event. Key will not be issued without payment. All checks payable to: Village of Almena and sent to: PO Box 277, Almena, WI 54805.

General Rental Rules and Regulations

1. Maximum capacity of the Community Center is 50. Maximum seating is 40.
2. Key will be issued the day prior to your event. If your event is on a Sunday the key will be issued the Friday prior.
3. All rental fees must be paid before building access is granted along with a rental agreement form signed.
4. Kitchen facilities are available for storing, warming and serving food and beverages. Caterers can serve food, but are not to utilize the kitchen for food preparation.
5. If the village hall is available, all-day renters can access the building the evening before the event to decorate.
6. **After your event, the facilities must be returned to their general appearance at the time of rental.** This includes the kitchen, community room and bathrooms. (Saturday evening renters have until Sunday at 11am to clean the facilities if the facility is not rented to another group on Sunday) There will be a charge of \$50 per hour if additional cleaning is required by the Village.
7. The Village Hall is not to be used for any other purpose than what is stated in the contract.

8. The Village of Almena is not responsible for any items left on the premises at the conclusion of the rental.
9. Do not sit on tables. Tables will be inspected for damage after each event.
10. No smoking is prohibited inside the Village Hall and within 30 feet of the building.
11. The selling of any alcohol on Village property is strictly prohibited.
12. No overnight parking of campers or tenting.
13. All Village Hall property must stay inside the building at all times.
14. The Village Hall must be vacated by 10pm.
15. Pets are not allowed in the Community Center. Service animals are welcome.
16. NO Gum, please!
17. General Rules and Regulations
18. No lighted candles of any kind.
19. Doors are not to be blocked or propped open.

Cleaning Requirements

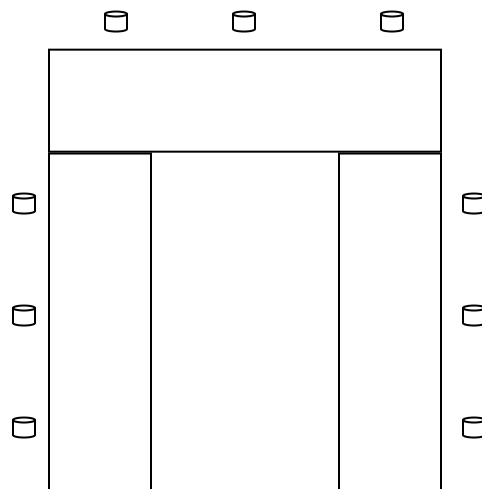
Please leave the facility as you found it. Garbage bags, brooms, mops and buckets are available. Please bring your own dish cloths, towels and other cleaning supplies.

1. Wipe clean and stack all tables and chairs exactly how you found them
2. Wash and put away all dishes and utensils
3. Clean up bathroom sinks, floors and countertops as needed
4. Sweep and mop all floors as needed
5. Bag and tie all garbage and place in provided containers (this includes bathroom garbage).
6. Remove all decorations, food, beverages and personal items from the premises.
7. The room must be returned to its original state including tables and chairs. Note: DO NOT DRAG tables across the carpet.
8. Turn off all lights and appliances.
9. Lock all doors.
10. Return key in the drop box located at the front door.

Decorations

1. Walls and ceilings are not to be disturbed by tape, nails, tacks, etc. You will be charged for damages.
2. No tape (except blue painters tape that will not stick to the walls), push pins, staples, adhesives, etc. of any kind may be used on the walls. Special adhesive such as Poster Putty is acceptable.

Original Board Room Set Up



Village of Almena
Village Hall Rental Agreement
131 Soo Avenue East
PO Box 277
Almena, WI 54805
715-357-6600

Office Use Only:
Amount Paid: \$ _____ Date Paid: _____
Check or Cash (circle one)
Check #: _____
Key # Given: _____ Key Returned: _____
Cleaning/Damage Charges: _____
Key Fee (if not returned) _____

User Name/Responsible Party: _____

User Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (Home): _____ (Cell): _____

Date of Event: _____ Type of Event: _____

Requested access times: _____ (am / pm) to _____ (am / pm) Total Hours: _____

Approx. number of attendees: _____ Email address: _____

***** CONDITIONS OF USE FOR THE VILLAGE OF ALMENA VILLAGE HALL*****

1. The user/responsible party listed above agree to abide by and enforce all specified guidelines and regulations as outlined in the Hall Rental Agreement.
2. Damages to premises, equipment or properties caused by the user/responsible party or their guests, whether intentionally or through negligence or accident will be paid for by the user/responsible party.
3. Full payment of the rental is due prior to event.
4. Cancellation of the event must be received in writing by the user/responsible party. Any notification of cancellation seven (7) days or more prior to the scheduled event will be reimbursed. Any cancellation less than seven (7) days prior to event will forfeit any monies paid.
5. All payments made by check or money order payable to: Village of Almena.
6. User/responsible party(ies) agree(s) to comply with all local laws and ordinances.

Release of Liability

Our group or organization hereby agrees to indemnify and save harmless the Village of Almena, a Wisconsin Municipality, from and against any and all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization, and hereby agrees to reimburse the Village of Almena for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises. I have read, understand and agree to the terms and conditions of rental of the Village of Almena Village Hall.

Signature of User/Responsible Party

Date

Printed Name of User/Responsible Party

Contact if group or different than above