

POYNETTE VILLAGE HALL MEETING ROOM POLICY

RENTAL AGREEMENT

NAME: _____ TODAY'S DATE: _____

ADDRESS: _____ RENTAL DATE: _____

PHONE #: _____

This form confirms your rental for the room(s) stated below in the Poynette Municipal Building. The rental fee is due at the time of rental in order to guarantee the room. The cleaning deposit is due at the time you pick up the key. If you cancel your rental 30 days prior to the event, the rental fee will be returned. If you cancel your rental within 30 days of the event, your rent will be forfeited to the village.

After the rental, your cleaning deposit will be refunded if inspections show that there has been no physical damage to the Community Center property and that the area rented has been cleaned according to the attached cleaning checklist. If the renter does not complete any of the preceding, the village expense to do it will be deducted for the deposit.

Please Note: ADULT SUPERVISION is required at all times when juveniles are present.

A \$35 charge will be made for any payment check returned to the village for non-sufficient funds. Setup will be allowed no sooner than the day before the rental date and cleanup should be finished on the day after the rental. Also, the building is closed by 1:00 a.m. and, therefore, all rental activity must be finished by then.

The Community Center is kept locked so please make prior arrangements to obtain a key prior to your rental date. The key must be returned, along with the cleaning check list the first business day after the event.

<u>ROOM(S) RESERVED</u>	<u>RENT</u>	<u>DEPOSIT</u>	<u>DATE PAID</u>
Civic Hall (Gym)	_____	_____	_____
Upper Meeting Room	_____	_____	_____
Lower Meeting Room	_____	_____	_____
PAYMENT REMAINING:	_____	_____	_____
Renter's Signature:	_____	_____	_____
Clerk's Signature:	_____	_____	_____

POYNETTE VILLAGE HALL MEETING ROOM POLICY

**RENTAL FEES ARE PAYABLE IN FULL WHEN HALL IS RESERVED
CLEANING DEPOSITS ARE PAYABLE PRIOR TO EVENT SETUP
ALL USERS MUST PAY A DEPOSIT/PROVIDE LOC/SIGN CONTRACT**

	VILLAGE RESIDENT	NON-VIL RESIDENT	CLEANING DEPOSIT*	CAPACITY
CIVIC HALL (GYM) (includes kitchen, upper meeting room, lounge area, stage & podium**)				
INDIV./FAMILIES	\$ 100.00	\$ 200.00	\$ 200.00	300
NON-PROFIT ***	\$ 25.00	\$ 50.00	\$ 200.00	300
FOR PROFIT EVENT	\$ 200.00	\$ 250.00	\$ 400.00	300
RECREATION PROVIDER****	\$ -	\$ -	\$ 200.00	300
GOVT GROUPS	\$ 25.00	\$ 200.00	\$ 200.00	300
LOWER MEETING ROOM				
INDIV./FAMILIES	\$ 25.00	\$ 50.00	\$ 50.00	10-15
NON-PROFIT ***	\$ -	\$ 15.00	\$ 50.00	10-15
FOR PROFIT EVENT	\$ 25.00	\$ 50.00	\$ 50.00	10-15
RECREATION PROVIDER****	\$ -	\$ -	\$ 50.00	10-15
GOVT GROUPS	\$ 25.00	\$ 50.00	\$ 50.00	10-15
UPPER MEETING ROOM (includes kitchen & lounge area)				
INDIV./FAMILIES	\$ 40.00	\$ 75.00	\$ 75.00	40
NON-PROFIT ***	\$ -	\$ 35.00	\$ 75.00	40
FOR PROFIT EVENT	\$ 40.00	\$ 75.00	\$ 75.00	40
RECREATION PROVIDER****	\$ -	\$ -	\$ 75.00	40
GOVT GROUPS	\$ 25.00	\$ 75.00	\$ 75.00	40

BOARD ROOM (CAN NOT REMOVE OR MOVE BOARD TABLE)

USE OF BOARD ROOM IS RESTRICTED AND NEEDS BOARD APPROVAL BEFORE RENTING. RATES WILL BE DETERMINED UPON APPROVAL.

USERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS

USERS ARE RESPONSIBLE FOR DAMAGE RESULTING FROM THEIR EVENT

USERS ARE RESPONSIBLE FOR SETUP AND REAR DOWN OF CHAIRS, TABLES, ETC.

USERS WILL BE CHARGED \$25 FOR ANY LIGHTS NOT TURNED OFF.

USERS MUST CLEAN UP AFTER THEIR EVENT; HOWEVER IF CLEAN UP IS NOT TO VILLAGE STANDARDS, CONTRAT CLEANERS WILL FINISH CLEANUP. IF CONTRACT CLEANERS ARE USED TO FINISH USER WILL BE CHARGED. UNSED PORTION OF THE DEPOSIT WILL BE RETURNED.

ALCOHOLIC BEVERAGES MAY BE SERVED, BUT A CASH BAR IS NOT ALLOWED. MONEY MAY NOT CHANGE HANDS IN ANY FORM FOR ALCOHOLIC BEVERAGES. (1/4 BARRELS AND 1/2 BARRELS ARE ALLOWED) ALL DRINKS MUST BE SERVED IN CANS, PLASTIC OR PAPER CUPS. IN CERTAIN CASES, PROOF OF INSURANCE MAY BE REQUIRED TO USE VILLAGE SPACE.

IF A CATERER IS TO BE USED, PROOF OF INSURANCE MUST BE PRESENTED PRIOR TO USE.

IF RESERVATION IS CANCELLED: CLEANING DEPOSIT WILL BE RETURNED. IF CANCELLED 30 DAYS PRIOR TO EVENT, RENTAL FEE WILL BE RETURNED. IF CANCELLED WITHIN 30 DAYS RENTAL FEES WILL BE FORFEITED TO THE VILLAGE.

NOTE: * A CLEANING DEPOSIT CAN BE SUBSTITUTED WITH A LETTER OF CREDIT OR CONTRACTUAL ARRANGEMENT WITH REGULAR USERS ONLY

NOTE: **IF YOU NEED THE USE OF THE PODIUM, PLEASE SEE VILLAGE HALL FOR AMPLIFIER

NOTE:*LOCAL, NON-PROFIT ORGANIZATIONS:** IF MEETING MORE THAN 12 TIMES ANNUALLY, THEY WILL BEGIN TO PAY FEES AS NON-LOCAL NON-PROFITS, AS SHOWN ABOVE, FOR ANY MEETINGS BEYOND THE 12TH MEETING IN A CALENDAR YEAR.

NOTE:**RECREATION PROVIDERS:** RECREATION VENDERS AND SERVICE PROVIDERS, THAT ARE EITHER OF A NON- OR FOR-PROFIT NATURE CAN APPLY TO THE VILLAGE PARK COMMISSION FOR CONSIDERATION AS AN OFFICIAL VILLAGE OF POYNETTE RECREATION CO-SPONSOR. FOR THESE APPROVED PROVIDERS THEIR SPACE USE CHARGES SHALL BE DEFINED DIFFERENTLY, AS INDICATED ABOVE.

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VILLAGE HALL ROOM RENTALS

User: _____

Date: _____

Using: Lower Meeting Room Upstairs Meeting Room
 Hall Kitchen

Payment Made? Date _____ Returned? _____

Deposit Made? Date _____ Returned? _____

Key and Cleaning List Pickup: _____ Date _____

User should tour site with staff to check for cleanliness, locations of cleaning supplies, operation of lights and doors, etc., when keys are picked up.

Cleanup:	USER	STAFF
Furnishings Returned to original location?	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned of spills?	<input type="checkbox"/>	<input type="checkbox"/>
Civic Hall: Floor and Stage Spot-Mopped?	<input type="checkbox"/>	<input type="checkbox"/>
Floor and Stage dust mopped (entire floor)?	<input type="checkbox"/>	<input type="checkbox"/>
Debris cleaned up?	<input type="checkbox"/>	<input type="checkbox"/>
Trash can liners hauled to lower hallway and liners replaced?	<input type="checkbox"/>	<input type="checkbox"/>
Lights turned out?	<input type="checkbox"/>	<input type="checkbox"/>
(Note: if glow lights on light switches are DARK, lights are still on – press switch to turn glow lights ON – sliding dimmer does NOT turn lights off)		
Kitchen: Floor and Counters Clean?	<input type="checkbox"/>	<input type="checkbox"/>
Appliances cleaned out?	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room: Furniture properly arranged and cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
Carpet/Floor spot cleaned and swept?	<input type="checkbox"/>	<input type="checkbox"/>
Carpet vacuum cleaned?	<input type="checkbox"/>	<input type="checkbox"/>

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******USER: Please return keys, checklist, clip board and accompany staff member to check cleanup on the first business day after event.**

CLEAN UP CHECK LIST

KITCHEN:

- WIPE DOWN COUNTERS
- WIPE DOWN SINK
- WIPE DOWN MICROWAVE
- WIPE DOWN STOVE TOP
- MOP FLOOR
- EMPTY GARBAGE, REPLACE BAG AND PLACE GARBAGE IN THE LARGE CARTS LOCATED IN THE 1ST FLOOR NORTH/SOUTH HALLWAY

GYMNASIUM:

- DRY MOP THE ENTIRE FLOOR AND STAGE AREA (IF USED)
- CLEAN ANY SPILLS ON FLOOR WITH DAMP MOP
- EMPTY GARBAGE, REPLACE BAG AND PLACE GARBAGE IN THE LARGE CARTS LOCATED IN THE 1ST FLOOR NORTH/SOUTH HALLWAY

HALLWAYS:

- SWEEP FLOORS
- REMOVE ANY BLACK MARKS ON FLOOR
- CLEAN ANY SPILLS ON FLOOR WITH MOP

GENERAL:

- VACUUM ALL CARPETED AREAS
- WASH TABLE TOPS
- TAKE DOWN TABLES AND CHAIRS AND STACK IN REAR OF GYM
- PLEASE MAKE SURE RESTROOMS ARE IN GOOD CONDITION
- TURN OFF ALL THE LIGHTS

CLEANING SUPPLIES CAN BE FOUND UNDER THE KITCHEN SINK OR IN THE SUPPLY CLOSET NEXT TO THE CIVIC HALL. SUPPLIES INCLUDE:

GARBAGE BAGS	FORMULA 409	SMALL MOP & BUCKET
TOILET PAPER	PUSH BROOM	
PAPER TOWEL	DRY MOP	