

# Village of Potter

## Village Hall Usage Agreement

309 Central St., Potter WI 54160

This user agreement is made and entered into between the Village of Potter, hereafter "Village" and \_\_\_\_\_ hereafter "User". The parties agree as follows:

**1. Facilities Used:**

Village Hall and Kitchen area

Tables and chairs are to be put back to their original location. Tables and chairs are Never to be removed from the building. Nobody is allowed in the Fire Station. If this rule is not followed, the security deposit will be withheld.

Event Type \_\_\_\_\_

**2. User Date and Time:**

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

**3. Rental and Security Deposit Fee:**

User shall pay the Village a Rental fee of \$50.00 and a Security Deposit fee of \$50.00 at the time this Agreement is signed. Payment can be made by cash or by two separate checks made payable to The Village Of Potter.

- Rental fee includes sales tax and applies to each day used. It is the Village's policy that service clubs and non-profit organizations with the principal office in the Village of Potter or Town of Rantoul not be charged a rental fee for use of the Village Hall.

- Security deposit is refunded if hall is cleaned like prior to use. All renters must provide a security deposit.

**4. Liability:** The Village shall not be liable for any injuries, death or property damage arising out of the use by User of the above described facilities and User agree to hold the Village harmless.

**5. Doors of Village Hall:** The front doors of the Village Hall should be open upon your arrival or a key will be issued. The side doors of the Village hall may not be left standing open or blocked open for any reason.

**6. Closing Time:** The facilities must be vacated and locked by 12:00 Midnight

**7. Rules and Regulations:** In addition to the duties of the User above, User agrees to abide by the following rules and regulations which are hereby incorporated into this agreement. If the rules and regulations are not followed, village reserves the right to retain the Security Deposit. User agrees to pay any additional fees for damages or extra time required to clean and restore facilities.

- a. It is understood that any Village of Potter Board member may enter the rented premises at any time.
- b. The Village of Potter is not responsible for any articles left, lost or stolen on the rented premises.
- c. Smoking is prohibited on the grounds and in the building.
- d. Beer and Liquor Limitation No sale, admission fee, donation, contribution or other charge shall be collected when intoxicating liquor or fermented malt beverages are consumed. Alcoholic beverages are permitted for any function by any person who has attained the age of 21 years if none of the above provisions are violated.
- e. No decorations shall be hung from the ceiling, light fixtures, wall surfaces or doors.
- f. No outside music is permitted.
- g. No pets are allowed in the facility or adjacent grounds.
- h. Kitchen use means appliance use only. Appliances need to be cleaned after use. Kitchen items including towels, utensils, etc. are owned by other organizations and may not be used. Please provide your own.
- i. Booking can be made same day, but no earlier than 12 months in advance.

- j. Cancellations policy Notification of cancellation received up to one week prior to the scheduled booking will allow for a full refund.
- k. No admission fee shall be collected for any activity.
- l. Care of facilities It shall be the responsibility of the User to clean all floor areas, bathrooms, appliances, chairs and tables before the termination of the rental period. Clean means the facility shall be suitable for immediate use by the next User. Tables and chairs must be put back in their original locations.
- m. Garbage All garbage should be placed in the clear bags provided and put in the garbage containers outside Village Hall located on the east side of the building near the Fire Station.
- n. Recyclables All items should be taken by User and properly disposed of by User.
- o. User shall be in rented room or have a designated attendant in Village Hall during the entire requested hours of rental for security purposes. This shall be strictly enforced.

User Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Approved by \_\_\_\_\_

Village official signature

Date \_\_\_\_\_