

**North Fond du Lac Community and Senior Center**  
**280 Garfield Street, North Fond du Lac, Wisconsin 54937**  
**920/929-3765**

**RENTAL AGREEMENT/PERMIT**

**Group Name/Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Date or Dates Desired** \_\_\_\_\_ **Purpose** \_\_\_\_\_ **Attendance Expected** \_\_\_\_\_

**Rental Time: Partial Day:** 8am-noon \_\_\_\_ 1pm-5pm \_\_\_\_ 6pm-10pm \_\_\_\_ Ext Hrs 10pm-1am \_\_\_\_ (extra fee)

**Full Day:** 8am-10pm \_\_\_\_ Extended Hours 10pm-1am \_\_\_\_ (extra fee)

**Room Requested**

\_\_\_\_\_ **Combined Hall w/ Kitchen**

\_\_\_\_\_ **Senior Center**

**Keys MUST be picked up Wednesday - Friday 8:00 a.m. - 4:30 p.m. the week of the event. Keys can be dropped off at the Village Office drop box after hours or at the office Tuesday following the event.. If an emergency arises please call PD Dispatch 906-5555. Should Village personnel be called for non-emergency, such as opening the facility after hours, a \$50 fee will be charged to the lessee.**

**Deposit will be given back in the form of a check on the Tuesday following your event or mailed if requested.**

**Rules and regulations: Please read and initial each item verifying you have read and understand**

\_\_\_\_\_ Closing time - Includes take-down and clean-up, **MUST** be cleaned up and out by ending time on agreement.

\_\_\_\_\_ Smoking- No smoking is allowed in any part of the building.

\_\_\_\_\_ Cleaning – When you enter the Community Center, please check around for any unusual damage and cleanliness. If a situation exists, call 906-5555 to report this. All cleaning is to be done immediately after the conclusion of an event. If you and your party use the lobby area, please clean it up. Please bring your own dish soap & towels; paper towels will be provided. Maintenance personnel will inspect the building at 7:00 a.m. the following day for your deposit refund.

\_\_\_\_\_ Equipment - Tables, chairs and other equipment are not to be removed from center for use at another facility. Tables and chairs are located in the back of the room in a closet in the Combined Hall. Use what you need and put all away when you are done.

\_\_\_\_\_ Garbage- must be bagged and placed in the garbage cans outdoors. We ask that you please recycle. Any decorations must be taken down completely including all tape (Scotch brand type tapes only) on walls.

\_\_\_\_\_ The Village of North Fond du Lac will not permit affixing anything to the walls, floors or ceiling in function rooms with nails, staples, or other substances. You shall not have confetti/powder filled balloons, glitter, sticky substances or anything else that sticks to the floors and/or walls. Any items or decorations you bring into the facility must be removed prior to closing the Village of North Fond du Lac Community Center the night of your function.

\_\_\_\_\_ Alcoholic Beverages - Alcohol may be only consumed on the premises by adults of legal drinking age. You must read and sign “Liquor Liability and You”. Please use recycling bins on site to dispose of empty cans, bottles, etc.

\_\_\_\_\_ Security - All groups using the Center are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. Evening groups must lock all doors after everyone arrives for security while in the building. **The Village of NFDL reserves the right to hire and pay for security for any and or all events that take place during extended hours (10pm-1am).**

\_\_\_\_\_ Cancellations - Notice to cancel a reservation must be given in a timely manner. Failure to do this will result in being credited fees at the following rate:

- a. more than 6 weeks in advance 75% of paid rental
- b. between 4-6 weeks in advance 50% of paid rental
- c. between 2-4 weeks in advance 25% of paid rental
- d. Less than 2 weeks -0- of paid rental

Rescheduling – Parties that reschedule within the time frame outlined above shall be charged accordingly.

Parties that reschedule between 6 weeks and three months in advance of their original date shall be charged a 10% processing fee. Parties that reschedule their event three months or more in advance of the event shall not be charged.

In the event that the facility can be rented on the date originally scheduled, in either the case of a cancellation or rescheduling, no fee will be charged to the original renter.

The Lessee hereby agrees to be responsible for any damage to property or items stolen, and to comply with the following stipulated insurance requirements:

1. **HOLD HARMLESS CLAUSE:** Lessees shall indemnify and hold harmless the Lessor (Village) from any and all damage; or loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the premises, and the Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claim or demands. The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering or running around the building, or the throwing of rocks or debris on the exterior of the building.
  
2. The Lessee understands that there will be a **\$50** minimum charge assessed to them if Village Staff cleaning is required. Users will be assessed an additional fee for any cleaning, equipment rental and other actual costs to facilitate repair or replacements for any damages found following their scheduled activities. These costs will be charged against the deposit, or will be billed to you if in excess of the deposit, (or in the case of non-profit, when there is no deposit).

**In addition to the above stipulations, THE VILLAGE OF NORTH FOND DU LAC RESERVES THE RIGHT to deny further use of the facility to those who do not comply with the rules of use, and/or to assess additional charges: a.) when the facility is not properly cleaned; b) for damage to the facility or equipment, or non-payment for damages and extra cleaning; c) for use of the facility outside the time period specified in the assembly permit; d) for picking up of key outside of Village’s standard hours; and e) for not returning the key on time as stated by the rental permit.**

\_\_\_\_\_ I have read and understand “Liquor Liability and You”.

\_\_\_\_\_ I have read the terms of the rental agreement (including the second page on the back) and agree to comply.

Village Designee, for the Lessor

Lessee

Date

\_\_\_\_\_

<b>Rental Fee \$</b> _____	<b>Date Paid</b> _____	<b>by</b> _____
<b>Deposit Fee \$</b> _____	<b>Date Paid</b> _____	<b>by</b> _____
<b>Deposit Refunded \$</b> _____	<b>Date Refunded</b> _____	<b>by</b> _____
<b>Deposit Received</b> _____	<b>Check #</b> _____	

North Fond du Lac Organizations - Village charitable, civic and service groups are welcome to use the Community Center for club functions at no charge, as well as other groups who have used the center at no charge in the past. A permit must be completed at the Municipal Office annually. Every effort will be made to grant dates and times requested. Weekend use of once a year for larger events will be scheduled without cost, and the organization will not be bumped for paying customers. Please designate in writing this date. Organizations are required to participate in a community service project. Other weekend dates must be submitted in writing to the Village Board for approval to waive fees, and will be bumped for paying customers after allowing the organization to pay the fee if same date is requested by a paying customer. Fees related to excessive clean-up or non-emergency assistance after hours do apply.