



Town of Caledonia

www.townofcaledonia.com

PO Box 190, Readfield WI 54969

(920) 667-4773

NO-CHARGE USAGE AGREEMENT for COMMUNITY CENTER/SHELTER

The Town of Caledonia Town Board has determined that community groups are allowed to use the Community Center and Park Shelter at no charge to the community group.

Use the event calendar at www.townofcaledonia.com to determine the availability of your date. Review the rental rules and available facilities to determine what options you need for your event. Print, fill out, and return the Rental Agreement to the Town of Caledonia. **Your reservation is confirmed once the town website calendar is updated with your rental information.**

Details of Rental:

Group: _____

Date(s) Requested for use of Community Center/Shelter: _____

Time of Usage: start: _____ end: _____ # of People expected: _____

Type of Event: _____

Contact Person: _____

Address, City, Zip: _____

Contact Info: Phone _____ Email: _____

Secondary Contact Person: _____

2nd Contact Phone _____ Email: _____

Please return usage agreement to:

caledoniatownclerk@gmail.com

or

Town of Caledonia, PO Box 190, Readfield WI 54969

or

Deposited in the mailbox outside of the Caledonia Community Center

Contact the town clerk with questions: caledoniatownclerk@gmail.com or (920) 667-4773

I have read the Usage Rules and agree to abide by them:

Signature: _____

Date: _____

Usage Rules:

1. Must be 21 years of age to rent the Community Center
2. The signed rental agreement is due before rental can be confirmed.
3. Trash bags are to be put in outdoor dumpster
4. Community Center should be returned to pre-use condition: temperature should be set to follow guidelines, lights should be turned off, tables/chairs should be returned to positions, and door should be re-locked with key returned to keybox.
5. If used, the kitchen must be cleaned.
6. Use of tape, thumbtacks, and/or other hanging devices are strictly prohibited. No decorations can be attached to any wall, woodwork, or doors. Remove all tape from tables.
7. There is NO SMOKING in the Community Center.
8. No alcohol sales or exchanges for value are allowed without a license issued by the town clerk. The Town of Caledonia accepts no responsibility for the effects of alcohol or other drugs used by renter, its members, guests, or other attendees.
9. Town of Caledonia is not responsible for lost or stolen articles.
10. Commercial use of the facilities is subject to approval by the Town Board.
11. Renter shall vacate the premises by 12:00 am.
12. Town Clerk should be notified of cancellations or date changes as soon as possible.
13. Key access will be provided with a code for the key box on the front door. Keys must be returned to the key box immediately following the event. Failure to return keys will result in charges to rekey the Community Center.

All or a portion of the security deposit will not be refunded if any of the above guidelines are not followed, or there is excessive dirt (spilled beverages, food, vomit or cigarette butts) in any part of the building or grounds.

Should any damage occur to any portion of the building or grounds by this rental, the group accepts full responsibility and will pay all reasonable expenses for repairs, including but not limited to labor and repairs.

I agree to indemnify and save harmless the Town of Caledonia and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the Town of Caledonia properties herein specified. I have received and agree to abide by all rules, regulations, and policies established by the Town of Caledonia for the use of buildings, properties, and facilities; and to adhere to all specifications and limits listed.

**** Usage reservations are available after December 1 for the following year ****