

CUSHING COMMUNITY CENTER

TEMPORARY RENTAL AGREEMENT

Reservations and Key

1. All reservations must be made with the caretaker.
2. Reservations are on a first come first serve basis.
3. The deposit must be made when the date is reserved, and rental fee must be paid prior to using the community center- at least one business day prior to the event being held.
4. The caretaker must be notified of any cancellations at least 5 days prior to the date reserved to have the deposit returned.
5. Arrangements should be made with the caretaker for a keycode, used for unlocking and locking of the Community Center and Meeting Room.

Fees as of 1/1/2023

Full Community Center + Bar (Wedding)	\$300.00 + \$150.00 Damage/Cleaning Deposit
Full Community Center (Wedding)	\$250.00 + \$125.00 Damage/Cleaning Deposit
Benefits + Bar	\$200.00 + \$75.00 Damage/ Cleaning Deposit
Benefits	\$150.00 + \$75.00 Damage/ Cleaning Deposit
Birthday, Reunions, Funerals	\$150.00 + \$75.00 Damage/ Cleaning Deposit
Board Room (5-hour max)	\$50.00 + \$25.00 Damage/ Cleaning Deposit

Polices

1. Smoking and/or vaping is prohibited in all areas of the building and surrounding property owned by the Community center.
2. No animals are allowed in the building unless they are service animals.
3. The meeting room of the building is only available if not in use for township functions. The meeting room must be cleaned after its use by the renter and the garbage removed.
4. The Community Center Kitchen is meant to be use as a “serving kitchen”, not as a kitchen to prepare food for consumption. The kitchen has two warming ovens, a commercial size refrigerator and a chest freezer for the renters use. The kitchen does not have utensils or dishes for use.
5. Tables and chairs are not to be removed from the building.
6. Renter will not charge or sub-let others for chairs or table space.
7. Alcohol is allowed in the Community Center subject to the following conditions.
 - a. A private party (must be by invitation only) can bring in their own alcohol for the event.
 - b. If the private party utilizes the above, the alcohol can only be given away. It cannot be sold by any means. This includes the selling of tickets.
 - c. If the renter is having an event that is NOT a private event and wants alcohol sold at this event, the local fire department hold the picnic permit for serving beer and wine. Arrangements can be made through the caretaker or the fire chief. A temporary Class B license must be obtained for \$10.00.
 - d. If alcohol is on the premises the renter assumes all liability and responsibility of themselves and their guests as stated below.

- e. The renter also agrees to abide by all state laws including those prohibiting the serving of alcohol to a minor.
- 8. Facility must be cleaned, vacated, and locked by the pre-determined time.
- 9. The person in charge must be at least 21 years of age for any activity.
- 10. It shall be the responsibility of the renter to obtain the necessary permits, licenses required and to abide by all the state laws, as well as township ordinances, resolutions, and policies.
- 11. It shall be the responsibility of the renter to ensure that the size of the group assembling in the Community Center does not exceed the maximum capacity of 250.
- 12. A county Police Officer or Township employee shall have the right to enter the premises at any time.
- 13. The Community Center is not responsible for any articles, left, lost, or stolen on the rented premises.
- 14. The Community Center shall not be liable for any injuries, death, or property damages arising out of the use by the renter of the Community Center/ Meeting Room and the renter agrees to hold the Community Center harmless.
- 15. Chaperons are required for any civic or social activity where minors are present. 50 minors or less – minimum of 3 chaperons, 50-75 minors- 4 chaperons, 75-125 minors- minimum of 5 chaperons.

SCHOOL ACTIVITIES

- 1. Chaperons are required for all school activities.
- 2. Must abide by all other regulations.

DECORATIONS/ MUSIC

- 1. Decorations are permitted in the Community Center.
- 2. Renter can decorate the day before the event if there are no other reservations made.
- 3. NO candles in the facility. (State Regulations)
- 4. NO fireworks/ pyrotechnic displays
- 5. NO music outside of the Community Center facility is allowed unless approved by the CC Board.

CLEAN UP

- 1. Activities must be over, and the facility cleaned, vacated, and locked within the pre-determined time.
- 2. Responsibility of the renter:
 - a. Wipe, clean, dry all tables and chairs (if used).
 - b. Put all garbage in the containers provided and remove the garbage from the premises.
 - c. Sweep all the floors (Clean up any spills or food)
 - d. All food must be removed.
 - e. All decorations are to be removed.
 - f. All lights are to be turned off.
 - g. All doors should be closed and properly locked.
 - h. When finished, the Community Center should be clean for the next group that has it reserved.
- 3. If the Community Center is not cleaned to satisfaction, the deposit will not be returned, and additional charge will be assessed.
- 4. The renter agrees to pay for additional damages from misuse of the center.

This rental agreement is made and entered into by the Towns of Laketown and Sterling, Polk County Wisconsin, refereed as "The Community Center" in this contract and to _____ as the renter.

FACILITY RENTED. a. Community Center/ Kitchen _____ b. Meeting Room _____

RENTAL PERIOD.

The above facility shall be rented to the renter on _____

Deposit Amount _____

Renter hereby agrees to pay the Community Center the established deposit at the time of application.

Rental Fee _____

Full Rental fee is due 24 hours prior to the event.

The Premises are rented for the following reason: _____

Approximate size of the group; _____

Names of Chaperons (if required) _____

RULES AND REGULATIONS. The renter agrees to abide by all the rules and regulations as described in this document and accept the conditions as written.

Renter Printed Name _____

Renter Signature _____ Date _____

Address- City, State, Zip _____

Contact Phone Number _____

CUSHING COMMUNITY CENTER

Signiture _____ Date _____

***Make Check payable to Cushing Community Center**

***Return to: Cushing Community Center/ Nathalie Mevissen**

PO BOX 513

Cushing, WI 54006