

VILLAGE OF WITTENBERG  
PO BOX 331  
WITTENBERG, WI 54499  
715-253-6063  
FAX – 715-253-3772

VILLAGE COMMUNITY CENTER RENTAL AGREEMENT

Renting the Community Center for personal business is strictly a privilege. Excessive alcohol consumption, substance abuse, disorderly or lewd behavior and loud or unnecessary noise or music (after 11:00pm) are strictly prohibited. The Village reserves the right to reject rental of the Community Center to any person or organization.

Applications and payments must be submitted to and received by the Village Clerk prior to the requested date of the rental. Exceptions can be made in case of emergency at the discretion of the Village Trustees designated for that purpose. Full refunds will be issued for rejected applications, or cancellations with 24 hours notice of the date of rental.

To receive a full refund of the deposit the following conditions must be met:

1. Keys returned
2. Kitchen sink, restroom sinks, toilets, toilet seats, and urinals are clean.
3. Any kitchen utensils used need to be cleaned and stored.
4. Tables, countertops, and chairs cleaned.
5. Any spills in the refrigerator, range top, and oven need to be cleaned up.
6. Floor to be swept, any ground-in material scraped up, and the floor mopped if necessary.
7. Empty all wastebaskets into trash containers. It is your responsibility to bag up all trash and place the bags on the back step (parking lot doors) to be picked up by staff.... **6 bag maximum**. Please take any extra bags with you for disposal.
8. Parking lot, building, driveway, lawn, signs and fixtures must be undamaged and unmarked.
9. All supplies and materials used for event must be removed from the hall on day of rental. Please do not hang decorations from the window blinds!

\*\*Brooms, sweeping compound, mops, and other cleaning materials can be found in the furnace utility room for your use. Kitchen supplies, such as: towels, dish soap, etc are not provided by the center.

\_\_\_ \$80.00 Per Day for Hall/and or Kitchen

\_\_\_ \$10.00 Meeting Room 1-2 Hours

\_\_\_ \$15.00 Meeting Room 2-3 Hours

\_\_\_ \$20.00 Meeting Room 3-4 Hours

Payment in the form of two checks or money orders (one for rental, and one for the \$80.00 deposit) made out to the Village of Wittenberg is required.

I have read and understand the contents of the entire rental agreement and under those terms, take full responsibility for the condition of the building, grounds, furnishings and other property belonging to the Village of Wittenberg during the specified contract period. I also understand that I am financially responsible for the cleaning, repairs, and replacement of any property missing, damaged, or in need of cleaning above and beyond the deposit amount occurring during rental of the facility.

Purpose of Rental: \_\_\_\_\_

Display on Outdoor Sign? \_\_\_\_\_

Rental Date \_\_\_\_\_

Time Needed: \_\_\_\_\_

Name \_\_\_\_\_  
(Print Clearly)

Address \_\_\_\_\_

Day Time Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_