

Rental Agreement - Marquette Village Hall

This agreement is a guideline of required and acceptable use of the Marquette Village Hall building (hereafter called 'the hall'), the outside buildings and grassy play area. The agreement is between the 'renter' and the Village of Marquette (hereafter called 'the Village').

Alcohol

The hall is an extension of the renter's home to their guests. The renter is responsible for their guests (invited or not) in this rented facility, just as if they came to the renter's home. With this in mind you are asked to **not** serve alcohol in the hall. The renter would be responsible for guest's safe return home after drinking at the rental event, the Village is not. The renter cannot sell any alcoholic beverages without a license.

Smoking

The hall is also a Municipal Building and smoking is **not** allowed in the building. Those desiring to smoke must do so outside using the receptacle provided for cigarette and cigar butts.

Clean up

The renter is responsible for cleaning up before leaving. Ideally, the hall should be cleaned so others can walk in and use it, just as you did.

1. Community center room:

- A. Pickup or sweep up any debris on the floor. Broom is in the furnace room.
- B. Tables and chairs do not have to be set up again if you have taken them down or moved them. Tables should be wiped off before folding them down. Do not let food spills sit on the tables, this is unsanitary. All tables should be wiped off. Check the chairs.
- C. A mop and bucket are in the furnace room just off the kitchen if needed to mop up spills. This needs to be done immediately after a spill happens. The floor is wood and liquid will cause the wood to warp. Use **WATER** only to mop. DO NOT use soap or any cleaners on the wood floor.

2. Kitchen:

- A. The Village does NOT provide dishes, silverware, utensils, dish towels, dish cloths, kitchen hand towels or dish washing soap. You will need to bring the supplies that you need to wash your dishes, and wipe off tables, counters and appliances.
- B. There is a stove, a refrigerator, a microwave, and a small freezer in the kitchen. If you use any of the appliances, you must clean/wipe up all spills, don't forget the oven.
- C. Clean all counter tops and remove any food and beverages that belong to you. Anything left behind will be disposed of.
- D. Do not put any of your excess items in the furnace room. This is a fire hazzard. Use the shelves provided in the kitchen.

3. Restrooms:

- A. The restrooms should be checked and debris picked up.
- B. Paper towels and toilet paper are provided for the maximum 120 people. The renter may want to have a supply of each in case they run out in either restroom. If you have any problems with restrooms, (toilets or sinks) immediately call the Facility Manager. Do not try to 'fix' it yourself. The renter will pay for any damage.

4. Trash:

- A. Four trash containers will be provided with liners for the hall. When your event is over, empty all trash receptacles and set the trash bags outside the building on the grass to the west side of the fire exit doors. Do NOT block the fire exit doors.

B. The Village recycles. Please use the containers provided.

Decorating:

- Do not put any nails or screws in any walls, doors, ceilings or windows.
- Hang decorations on block walls only and use tape. For your safety, please use a step ladder when decorating block walls, not a table or chair. The use of a ladder, although safer if used properly, is the responsibility of the renter, in the event of an accident.
- Tables & chairs are hard plastic...**DO NOT STAND ON TABLES OR CHAIRS!!!!**
- **DO NOT SIT on TABLES!!!!!!!!!!!!**
- Do not DRAG tables, chairs, garbage bags or anything else on the wood floor. At least **two** people should carry tables to their destination. Scratch marks are considered damage to the floor.
- Do not take tables or chairs outside.
- Do not remove the American Flag at the west end of the hall. Do not roll it up or fold it. Honor our flag by leaving it hang properly, as it is.
- Do not remove any posted items, notices, or instructions, whether paper or permanent placards.
- The use of candles in a public building is not recommended. If candles are used, put someone in charge of them and remove them from the building when no longer in use.
- If decorating outside do not put anything on the metal building Village Hall. If decorating the pavilion, remove all staples and/or tape from that building, when decorations are removed.

Weapons: The Village has adopted Ordinance No. 61, which **prohibits** entry into public buildings while carrying firearms/weapons. This includes the Marquette Village Hall.

Parking:

The hall has one van sized handicapped parking stall. There is limited parking near the building. Parking along the driveways is permitted. If parking on the street is necessary, do not block driveways. Do not block the fire department well area.

Damage:

The renter is responsible for guests as well as your own actions. The renter is responsible and will pay for any damage caused by the renter or the guests (invited or not). ANY DAMAGE will be paid for by the renter, this includes but is not limited to damage to the floors, walls, tables, chairs, kitchen appliances or facilities, restroom toilets, sinks or facilities, anywhere or anything in the building, any outside building or any property pertaining to the outside, siding, or windows. A bill for damages will be sent. If not paid in thirty (30) days the cost shall be assessed against the renter's real estate taxes as a special local charge. If the renter is not a property owner in the Village, an additional deposit fee of \$100.00 may be collected in addition to the rental fee, as a separate check or amount, before the key is given out. If no damage occurs the deposit fee will be refunded. If the damage exceeds the deposit amount, legal action may be taken. This includes any property that is taken from the hall without permission (stolen property). The fee for a lost key is \$75.00 above the rental fee.

The hall has a 50-person maximum capacity in months when the furnace is in use, and 120 persons when outside doors can be left open. Please plan your event accordingly.

The key will be given to the renter when payment is made, typically one day before the rental event.

Before leaving the building, turn off any lights, bring back into the building the smokers stand and lock the front door. The key should be put on the counter in the kitchen and go out the kitchen door making sure that the door is locked.

Date requested to rent the hall _____.

Date agreed upon to pick up the key _____ and pay the Security fee of
\$250.00 _____.

Rental Fee Amount \$ \$160.00 _____.

I (we) the undersigned renter(s) have read the Rental Agreement and understand the requirements and responsibilities of renting the Marquette Village Hall, including restitution for property damage or loss.

DATE Signed _____,

VILLAGE OF MARQUETTE

Office 920-394-9361

Renter Signature

Cell Number: _____

Alternate Number: _____

Address: _____
