



**Village of Rochester**  
300 W. Spring St., Rochester, WI 53167  
P: (262) 534-2431  
<https://rochesterwi.gov/>

## **Facility Rental Policies & Procedures**

### **Application & Availability**

Applications will be accepted and reservations scheduled based on availability of dates. Payment in full is required at the time of key pickup. Payment can be made in the form of cash, check or money order.

### **Fees:**

#### **Hall Rental (capacity: 257 people)**

\$150 Resident Rental Fee

\$250 Non-Resident Rental Fee

#### **24' x 40' Pavilion Rental**

\$100 Resident Rental Fee

\$200 Non-Resident Rental Fee

#### **Both Hall & Pavilion Rental** *(required if Pavilion rental is for > 50 persons)*

\$200 Resident Rental Fee

*\*\$200 rental deposit required for pavilion rental*

\$300 Non-Resident Rental Fee

*\*\$500 rental deposit required for hall rental*

### **General Facility Rental Information**

- NO SMOKING IN VILLAGE HALL (this is a government building)
- NO alcoholic beverages are allowed.
- The person(s) making the reservation is required to attend the event/day of rental.
- All functions must end no later than 8:00 p.m.
- Tables MUST be CARRIED to the spot you will set them up. Tables and chairs are not to be dragged across the floor. Tables & chairs must remain in the building.
- Thermostats can be set to the desired temperature (please read directions carefully posted above thermostats) Temperature is programmed to reset after so many hours.
- Complaints (noise) by neighboring businesses or residents will result in forfeiture of your security deposit
- Renter is responsible for any damage occurring to the building/pavilion or its contents

### **Decorations**

- Absolutely NO decorations are to be stuck, taped or tacked to any wall, door frame, doors, beams, ceiling, etc.
- Ceiling tiles are not to be disturbed in any way.
- Tabletop decorations are acceptable, all tape must be removed, which includes the underside of tables.
- Candles are prohibited.
- All decorations must be cleaned up at the conclusion of the event.

### **Kitchen** *(available to Hall Rentals only)*

- The kitchen includes a full-size refrigerator with freezer, microwave, sink and countertop space. Many outlets are available for crockpots, NESCOs, etc.
- Renter must supply their own paper plates, napkins, paper cups, plastic utensils, etc. Miscellaneous silverware, serving utensils, pitchers and punch bowl in drawers or cabinets are available for use.

- Dish towels and dish soap is provided.
- Brooms, dustpans and cleaning supplies are provided.
- Garbage liners are provided.
- Bathroom tissue is provided.
- The kitchen must be wiped down THOROUGHLY after your rental, and all items brought in with you must be either thrown out or taken with you. Do not leave food or items in the refrigerator or freezer.

#### Pavilion

- Available May 1 – October 30
- Pavilion is equipped with eight (8) 8' foot long picnic tables. Tables can be carried on to grass area but must be returned under pavilion after event.
- If using a grill with coal, hot coals must be dumped in barrel labeled "HOT COALS".
- Grilling must be done on cement area only, not under pavilion.
- Porta-potty is for pavilion guests and garden members.
- Hall must be rented in conjunction for 50+ guests (to allow for adequate toilet facilities)

#### Housekeeping:

- You are responsible for cleaning up after your event. Cleanup must conclude by 10:00p.m.
- Cleaning supplies will be provided. Below are cleaning guidelines for Village Hall.
  - ✓ Remove all belongings by 10:00 p.m.
  - ✓ Floor is to be swept and any spills or puddles must be mopped.
  - ✓ Wipe down tables and chairs with soap and water
  - ✓ Wash all utensils used and kitchen countertops
  - ✓ Refrigerator should be cleaned and wiped out from any spills
  - ✓ Clean out any food scraps from sink and sink basket
  - ✓ Put all tables and chairs back as they were found
  - ✓ Remove all trash and recycling and place in enclosed designated dumpsters located outside south of the building. Trash and recyclables must be separated. Replace garbage and recycling cans with new liners.
  - ✓ All outside garbage must be picked up.
  - ✓ Turn off all lights.
  - ✓ Make sure all doors are shut tightly and LOCKED.
  - ✓ Review Rental Checklist- complete all tasks and leave on kitchen counter
  - ✓ Return key

It is the discretion of the Village of Rochester staff to decide if any of the above policies or procedures have been violated. Violation of these policies or procedures can result in a partial or full forfeit of the rental deposit. Rental deposits will be returned at the time key is turned in at the Village Clerk's Office.

If you need to contact anyone for emergency reasons (relating to building or pavilion) during the rental:

Adam Davis (262) 332-1017

Amber Jensen (414) 484-7298

**For serious emergencies dial 9-1-1**