



Town of Pleasant Valley Community Center Usage Information
Effective July 1, 2026, Ordinance No. 26-15-05

The Town of Pleasant Valley Community Center is available for various kinds of rentals.

RENTAL TYPE	NON-RESIDENT RATE	RESIDENT RATE
All Day Rental (6am – midnight)	\$800 + \$150 security deposit	\$500 + \$150 security deposit
Entire Weekend (Friday evening– Sunday evening)	\$1200 + \$200 security deposit	\$800 + \$200 security deposit
Hourly Rental	\$80 per hour + \$100 security deposit (4-hour minimum rental)	\$40 per hour + \$100 security deposit (4-hour minimum rental)
Civic Groups (Pleasant Valley-based 4H, Eau Claire County 4H projects, Cleghorn Lions Club, Mossy Tree, and Cleghorn Snow Drifters)	Hourly or all-day rates	Free to listed groups. New groups seeking resident status must be approved by the Town Board.
Business meetings/training (Mon – Fri between 8 am – 4 pm) (Non-taxable)	\$200 over 4 hours + \$50 security deposit \$100 under 4 hours + \$50 security deposit	\$200 over 4 hours + \$50 security deposit \$100 under 4 hours + \$50 security deposit
Fundraisers –Non-profit organizations with CES#	50% discount on hourly or all-day rates	50% discount on hourly or all-day rates

Online Reservations

Make online reservations on our web page at www.pleasantvalleywi.gov. Navigate to the “Access Digital Services” tab to reserve and pay online.

Security Deposit

The security deposit is due at the time of reservation.

- Residents may not rent facilities for non-residents.
- Reservation is not confirmed until the security deposit is received.
- Please pay the security deposit with a separate check. The Town will not cash the check unless it requires funds for cancellation, damages, cleaning, or theft.
- The security deposit will not be returned if the reservation is canceled less than 7 days before the event.

The security deposit will be returned in full within two weeks after the event if:

- No damages, cleaning fees, or theft charges are required. Any damage, cleaning, or theft exceeding the deposit will be billed to the renter.
- All tables/chairs taken out must be returned to their carts at the end of your event.

Rental Fees

All rental fees must be paid in full one week (7 days) before the event. We will not issue an access code without full payment. All checks payable to: Town of Pleasant Valley and sent to: S10414 Cty Rd HHI, Eleva, WI 54738, or placed in the drop box outside the main entrance of the Town Hall.

Town of Pleasant Valley Community Center Rental Agreement

General Rental Rules and Regulations

1. The maximum capacity of the Community Center is 225. Maximum seating is 175.
2. Access codes will be emailed from office@pleasantvalleywi.gov, no sooner than 72 hours prior to your event, by the Town Clerk. All rental fees must be paid before the Town grants access to the building.
3. Kitchen facilities are available for storing, warming, and serving food and beverages. Caterers may serve food but may not use the kitchen for food preparation.
4. After your event, the facilities must be returned to their general appearance at the time of rental. This includes the kitchen, community room, and bathrooms. The Town will charge \$ 50 per hour if additional cleaning is required.
5. The Community Center is not to be used for any purpose other than what is stated in the contract.
6. The Town of Pleasant Valley is not responsible for any items left on the premises at the conclusion of the rental.
7. Do not sit on or place heavy items on the tables. Staff will inspect tables for damage after each event.
8. Smoking is prohibited inside the Community Center and within 30 feet of the building.
9. The selling of any alcohol on Town property is strictly prohibited. The Cleghorn Lions Club holds an exclusive liquor license for the sale of alcohol on Town property. If your event includes the sale of alcohol, you must make a mutual agreement with the Cleghorn Lions Club.
10. No overnight parking of campers or tenting.
11. All Community Center property must always stay inside the building.
12. The Community Center must be vacated by 1 am.
13. Pets are not allowed in the Community Center. Service animals are welcome.
14. Signs are not to be staked into the grass outside the facility. Sprinkler lines are easily damaged.

Cleaning Requirements – Please leave the facility as you found it. Garbage bags, brooms, mops, and buckets are available. Please bring your own cleaning cloths, towels, and other cleaning supplies.

1. Wipe clean and stack all tables and chairs exactly how you find them
2. Wash and put away all dishes and utensils
3. Clean up bathroom sinks, floors, and countertops as needed
4. Sweep and mop all floors as needed
5. Bag and tie all garbage and place it in the provided containers (this includes bathroom garbage)
6. Turn off all lights and appliances.
7. Lock all the doors
8. Remove all decorations, food, beverages, and personal items from the premises.

Decorations

The walls and ceilings are not to be disturbed by anything. Absolutely no tape, tacks, hooks, or Command Strips are to be used on the walls or ceilings. You will be charged for damages.

Building Access

Due to high usage of the facilities:

- You may not access the building prior to your rental time. This includes storing items in the kitchen or refrigerator.
- You must vacate the premises by the end of your contracted time.

Town of Pleasant Valley Community Center Rental Agreement

Renter Name _____

Renter Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Date of Event _____ Kind of Event _____

Requested Access Times: _____ am/pm to _____ am/pm

Approx. number of attendees _____ Are you a Town of Pleasant Valley Resident? _____

PLEASE READ THE FOLLOWING PROVISIONS AND CONDITIONS OF USE FOR THE TOWN OF PLEASANT VALLEY COMMUNITY CENTER

1. The user/responsible party listed above agrees to abide by and enforce all specified guidelines and regulations as outlined in this three (3) page document.
2. Damages to premises, equipment, or property of the Town of Pleasant Valley caused by the user/responsible party or their guests, whether intentionally or through negligence or accident, will be paid for by the user/responsible party.
3. If, due to the nature of the event, security is necessary, the cost of the required security will be the responsibility of the user/responsible party.
4. Full payment of the security deposit is required when the Community Center Rental Agreement is submitted. This check will not be cashed unless part or all of the money is required for damages or extra cleaning. If not cashed, it will be returned to you after the Community Center is inspected.
5. Full payment of the rental is due seven (7) days prior to the event.
6. Cancellation of the event must be received in writing by the user/responsible party. Any cancellation between seven (7) days and twenty-one (21) days prior to the event will forfeit one-half (1/2) of the security deposit. Any cancellation less than seven (7) days prior to the event will forfeit the entire security deposit.
7. All payments made by check or money order are payable to: Town of Pleasant Valley.
8. User/responsible party agrees to comply with all laws and ordinances.

I have read, understand, and agree to the terms and conditions for renting the Town of Pleasant Valley Community Center. I hereby agree to be liable for all damage to the said premises and for all property and personal injury liability to all third persons arising out of the use of the premises under said agreement. I further agree to indemnify and hold harmless the Town of Pleasant Valley and its agents and employees for any liability arising out of the use of said premises under this permit.

Signature of Renter/Responsible Party

Date

OFFICE USE ONLY

Deposit Paid- \$ _____ Date _____

Rent Paid- \$ _____ Date _____

Website Complete _____

Calendar Complete _____

Clean Up/Damages? _____

Access Code Emailed _____ Code # _____

Initials _____

Deposit Returned- \$ _____ Date _____