



Amundson Community Center Room Rental Application

Applicant Information

Organization / Individual Name:	_____
Contact Person:	_____
Address:	_____
Phone:	_____
Email:	_____

Event Details

Date of Event:	_____
Start Time:	_____
End Time:	_____
Room(s) Requested:	☐ Community Room ☐ Senior Room
Purpose of Use:	_____
Expected Number of Participants:	_____

Available Rental Blocks

Block 1: 8:00 AM – 12:30 PM

Block 2: 12:30 PM – 5:00 PM

Block 3: 5:00 PM – 10:00 PM

Fee Schedule

Group 1	Government / Library Activities – No Charge
Group 2	Community Non-Profit Organization or Club – \$50 per block
Group 3	Community Individual Request – \$100 per block
Group 4	Community For-Profit Group / Business – \$100 per block
Group 5	Out-of-Community Non-Profit – \$100 per block
Group 6	Out-of-Community For-Profit – \$100 per block

Additional Fees:

- Kitchen Use: \$50 flat fee
- After-hours open/close: \$10 per occurrence
- Annual Fee for Organizations: \$50

Security Deposit: \$250 refundable (required for all rentals; used for re-keying if keys are not returned)

Agreement

I, as the representative of the renter listed above, acknowledge that I have reviewed and understand the attached rules and definitions. I agree that any damages exceeding the security deposit will be the responsibility of both the organization and myself.

The rental fee is due at the time this agreement is signed and is non-refundable. The security deposit must be submitted 7–10 days prior to the event. All checks will be processed upon receipt; any returned checks will result in cancellation of this agreement.

Signature: _____ Date: _____

Total Rental Fee: \$ _____ Security Deposit (Separate Check): \$250 ☐

Return Completed Application To:

Village of Cambridge
200 Spring Street
P.O. Box 99
Cambridge, WI 53523

Important Notes:

- Keys must be picked up on the last business day before your event.
- Please call (608) 423-3712 ahead to confirm a pickup time
- After your event, return the key to the lockbox located outside the double doors.