

RUTLAND CENTER CHURCH

Rental Guidelines

Historic building at 4528 Rome Corners Road Brooklyn, WI 53521



The Rutland Center Church is owned by the Town of Rutland and not affiliated with any organized religion. The church was built in 1852 and was added to the National Register of Historic Places in 2004. The renovation of the historic Rutland Center Church was completed in 2013. The one-room building is now available for use by individuals and groups that would appreciate its intimate atmosphere, suitable for small weddings, funerals, services, meetings, and other social or cultural activities.

The church is rented “as is” and every effort is made to assure that the building is in usable condition. Reservations are made on a first come, first serve basis. Individuals and groups interested in renting the church should submit the **Rental Request Form** to the Town of Rutland Clerk at clerk@town.rutland.wi.us.

Rules and guidelines have been established to protect this historic building and assure the continued enjoyment of this facility for future generations. Your compliance with these guidelines which govern the use of the Rutland Center Church is greatly appreciated. Thank you!

DESCRIPTION

The premises described as The Rutland Center Church, located at 4528 Rome Corners Rd., Brooklyn 53521, include the grounds immediately surrounding the Church building (collectively the “Facility”). The church is located three miles south of Oregon, WI near the intersection of Hwy 14 and County Hwy A.

Interior: The Rutland Center Church has a maximum occupancy of 100 people. The one-room building consists of wood pews and chairs. There is no running water or toilet facilities. The well-insulated building is wired for light and electric heat but may not be suitable for use during the hottest or coldest months of the year. There are ceiling fans but no air conditioning in the building

and the windows do not open. Baseboard electric heat may not be adequate to raise the interior temperature to 68°F. No auxiliary heaters of any kind may be used inside the Facility.

EXTERIOR: The exterior areas of the Facility shall be used only for incidental gatherings, entrance and exit to the Church building and similar purposes. Please be respectful of the graves in the cemetery portion of the property.

FEES

RENT: \$200 per day, plus the actual cost of the rental of a portable restroom.

- Use of the Facility commences at 7:00 a.m. and concludes at midnight.
- The renter will receive one door key.
- Option: Renter may also use the church the preceding day for an extra charge of \$50.
- 100% of the rental fee is due upon signing the rental contract.

DEPOSIT: A \$100 refundable security deposit (cash/check) must accompany the signed rental agreement. There is a \$50 fee if the key is not returned within one day after the rental period ends.

THINGS TO KNOW

USE: The Facility shall be used only in a manner that fully complies with all state, county, and town laws and ordinances. Renter shall not use the Facility or permit it to be used for any disorderly or unlawful purpose or in any manner that unreasonably interferes with neighbors' quiet enjoyment of the neighborhood. Any misuse described above shall result in termination of the rental and no refund of any payments will be made.

ADA DISCLOSURE: This is a historic building which does not conform to current accessibility standards of the Americans with Disabilities Act. Specifically, there are steps and no ramp for access to the building. The doors and aisles are narrow (Doors are 32 inches wide; aisles are 28 inches).

PARKING: Parking is permitted only in the parking lots or cemetery driveways. The parking area and walkway from the parking area is surfaced with gravel only. Any cars parked along Highway 14 or Rome Corners Road may be ticketed.

DECORATIONS: To avoid damage to painted surfaces, blue painters' tape or removable mounting putty may be used to hang decorations. No push pins, staples, nails, etc. of any kind, may be used. Only LED and/or self-contained votives and tea lights are allowed.

FOOD AND BEVERAGE: The Church building is not suitable for food-related events. Renter may bring non-alcoholic beverages in plastic bottles or cans inside the building. No food service is allowed inside the Church building. Food service or other activities are allowed outside the Church building only in a location approved by the Town of Rutland Clerk.

SMOKING: Smoking is not allowed in the building and on the premises. A violation of the smoking rules will result in the forfeiture of the entire security deposit.

DAMAGES: The refundable security deposit will be required in advance of rental, which will protect the Town of Rutland against theft from or damage to the Facility hereinafter referred to as “damages.” Renter is responsible for assuring the facility is in the same condition as it was when the space was rented. Renter also agrees to leave the building so that no extraordinary housekeeping will be required after departure. Before the security deposit is released, the building will be inspected by a Town of Rutland representative. The following rules shall be followed to insure the return of security deposit:

- All Trash must be removed and disposed of properly.
- All decorations and/or personal items must be removed.
- All floors must be broom-swept.
- No damage to furnishings, appliances, building or property.

CANCELLATION: Rental payments are fully refundable if this agreement is cancelled 48 hours prior to the date the rental was to begin. Later cancellations will not entitle Renter to any refund, but the security deposit shall be refunded upon cancellation. In the event of inclement weather or power outages, the renter may request to cancel or reschedule the event. Any and all refunds are at the discretion of the Town of Rutland Clerk.

REFERENCES:

Rental Request Form

Rental Agreement