

**APPLICATION FOR USE OF THE ELLISON BAY COMMUNITY CENTER**

NAME OF GROUP OR PERSON \_\_\_\_\_

DATE OF USE \_\_\_\_\_

TYPE OF BENEFIT \_\_\_\_\_

BEGIN AT \_\_\_\_\_ AM / PM END AT \_\_\_\_\_ AM / PM

SIZE OF GROUP \_\_\_\_\_

**PERSON MAKING RESERVATION AND ACCEPTING RESPONSIBILITY FOR CLEANUP:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAME OF CATERER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**FEE SCHEDULE (per event):**

**A \$300 DEPOSIT WILL BE COLLECTED AND IS REFUNDABLE UPON SATISFACTORY CLEANUP OF THE BUILDING AND GROUNDS.**

NON-RESIDENT/ACTIVITY FOR PROFIT (1 <sup>ST</sup> DAY)	\$750.00
RESIDENT/ NON-PROFIT 501(c) LG COMMUNITY GROUP (1 <sup>ST</sup> DAY)	\$350.00
PLACEMENT OF TENT ON GROUNDS, (8am Fri- 12pm Monday)	\$1000.00
TENTED EVENT ON GROUNDS, NON-PROFIT	\$250.00
SECOND DAY, SAME ACTIVITY NON-RESIDENT/FOR PROFIT	\$300.00
SECOND DAY, SAME ACTIVITY-RESIDENT/LG 501(C) GROUP	\$175.00

(all fees are in addition to the deposit)

We agree leave the facility in the same condition as it was found and to be responsible for any damage done while this group is using the facility. **We also agree to pay for any extra cleaning that may be necessary after use of the building by our group and it is understood that the Town rate for cleanup is \$65.00 per hour.** We understand that accidents or problems must be reported to the Town Clerk or Town Chairman upon leaving the building, and that future use of the building may be prohibited to any groups or persons who do not observe these procedures. We have read the enclosed rules for use of the facility and agree to abide by their provisions including the curfew of 10:00pm as established by Town Ordinance.

SIGNED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(person making reservations)

APPROVAL BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Town Official)

RETURN TO: TOWN OF LIBERTY GROVE  
11161 OLD STAGE RD  
SISTER BAY, WI 54234

**TOWN OF LIBERTY GROVE  
FACILITY RENTAL USE AND CLEANUP PROCEDURES**

Smoking is PROHIBITED in the building.

Do NOT use thumbtacks or nails when decorating.

**All activities MUST conclude by 10:00pm in accordance with Town Ordinance 7-22.**

The building MUST be cleaned the same day and left in the condition as it was found, to accommodate use the following day.

Garbage and trash MUST be taken home; dumpsters are NOT provided.

**The cleanup checklist (if provided) MUST be completed and left in the building prior to your departure.**

Lock ALL doors upon exit.

I have read the preceding procedures and agree to abide by them as stated. I understand that any additional work to restore the rental facility to the condition it was in prior to my event may result in the forfeiture of my deposit. I am the person responsible for proper cleanup of the building. I further understand that any additional cleaning of the facility required after this rental will be billed at a rate of \$65.00 per hour.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, ST ZIP

\_\_\_\_\_  
TOWN REPRESENTATIVE

RETAIN ONE COPY FOR YOUR RECORDS AND SUBMIT ONE FOR THE TOWN FILES.

**TOWN OF LIBERTY GROVE  
ELLISON BAY COMMUNITY CENTER  
CLEANUP CHECKLIST**

**BUILDING TO BE LEFT IN THE CONDITION IT WAS FOUND**

**INDIVIDUAL NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Leave completed checklist on the kitchen island to assure deposit refund**

(Items to assist with clean up are in tall pantry next to kitchen sink)

**Kitchen Area:**

- \_\_\_\_\_ Dry mop floor
- \_\_\_\_\_ Wet mop sticky/soiled areas on floor. **Please use cool water on floors, not hot.**
- \_\_\_\_\_ Wipe off counters
- \_\_\_\_\_ Scrub sink, remove containers, etc. from counter
- \_\_\_\_\_ Clean/wipe down refrigerator, remove all items
- \_\_\_\_\_ Remove all garbage from cans, take home
- \_\_\_\_\_ Clean spills on stove, remove all material from surface
- \_\_\_\_\_ Remove all unused items (utensils, coffee, rags, food)

**Dining Area:**

- \_\_\_\_\_ Remove garbage from area
- \_\_\_\_\_ Wipe down tables/chairs
- \_\_\_\_\_ Return tables/chairs to storage area
- \_\_\_\_\_ Dry mop floor
- \_\_\_\_\_ Wet mop spills/sticky spots. **Please use cool water on floors, not hot.**
- \_\_\_\_\_ Check that windows are closed and locked

**Sitting/Carpeted Area:**

- \_\_\_\_\_ Remove garbage from area
- \_\_\_\_\_ Vacuum floor
- \_\_\_\_\_ Arrange furniture as found
- \_\_\_\_\_ Check that windows are closed and locked

**Bathrooms:**

- \_\_\_\_\_ Remove garbage from containers
- \_\_\_\_\_ Clean sinks
- \_\_\_\_\_ Be sure lights are turned off
- \_\_\_\_\_ Check toilet bowls/seats
- \_\_\_\_\_ Clean/mop floors

**Entrances:**

- \_\_\_\_\_ Shake out or vacuum mats
- \_\_\_\_\_ Lock all doors
- \_\_\_\_\_ Exit through door closest to Highway 42 and confirm it has locked behind you

**Exterior:**

- \_\_\_\_\_ Check lawn around building for debris