

Town of Kewaskum Community Center Rental Application

Town of Kewaskum
9019 Kettle Moraine Drive
PO Box 484
Kewaskum, WI 53040
262-626-2566
clerk@townofkewaskumwi.gov

The Kewaskum Town Hall is available to rent for Town Residents. (Kewaskum Town Residents pay property taxes to the Town of Kewaskum.)

To rent the Town Hall, town residents should first confirm the date is available, and then send this completed application, along with a check for: Daily Rent \$150 + \$150 security deposit (\$300)

Make check payable to the Town of Kewaskum to reserve the date you requested. The application and check can be placed in the drop box at the Town Hall or mailed to the Town of Kewaskum, P.O. Box 484, Kewaskum, WI 53040. Your deposit will be returned to you when it is deemed that there was no damage caused by you during the use of the facility.

It is understood that the applicant/organization will be responsible for the proper use of the facilities, and if there is damage from this use, the applicant will be responsible for payment for such damages. After this event, the premises shall be cleaned by the applicant/organization, and all garbage shall be separated into proper containers. The town will dispose of the garbage.

Applicant's/Organization's Name _____

_____ Check if non-profit organization

Address _____

Daytime Phone No. _____ Evening Phone No. _____

Email Address _____

Date Requested _____ Arrival Time _____ Departure Time _____

Type of use or reason for rental _____

Applicant's/Organization Signature _____

Indemnification Agreement

The applicant/organization agrees to indemnify and save the Town of Kewaskum harmless, from any and all claims by, or on behalf of, any Town property damaged, or damage arising out of the applicant's/organization's use of Town property pursuant to this application.

Applicant/organization further agrees to indemnify the Town of Kewaskum for any attorney fees or other expenses incurred by the Town of Kewaskum in defending any claims arising out of or during the course of applicant's/organization use of the Town property pursuant to the application.

Applicant/Organization Signature

Town Resident Signature (if not same)

**Town of Kewaskum
9019 Kettle Moraine Drive
PO Box 484
Kewaskum, WI 53040
262-626-2566
clerk@townofkewaskumwi.gov**

Included with this letter is the application form for rental of the Town of Kewaskum Community Center. In 1995 when the hall was constructed, the Town Board felt that it should be made available for community use. To that end, we have equipped the community center with 70 chairs, 20 tables, audio speakers, and kitchen equipment

Initial funds for the equipment were paid for by the Town. It was the Board's intent that the rental fee offset the maintenance, janitorial, and necessary repair or replacement of equipment. To keep the costs in line and to provide a quality facility, the Town Board established the following rules and regulations:

- A. Hall rental shall be \$150 per day for residents of the Town of Kewaskum.
- B. A security deposit of \$150 for Town of Kewaskum residents is required and will be returned when the following criteria are met, and failure to comply with these items will forfeit your deposit:
 - a. There is no damage to the hall and/or equipment.
 - b. Tables, chairs and kitchen equipment are cleaned, returned to original storage location, and properly secured. (Should any of the above need repair, set outside storage room and make note of item in question).
 - c. Floor is swept and/or mopped and dried, as use determines.
 - d. "NO SMOKING" regulations strictly enforced.
 - e. Hall capacity not to exceed 125 persons inside
 - f. Decorations do not damage the hall and/or equipment, and all decorations must be removed. Nothing shall be taped or attached to the ceiling or walls in any way (your deposit may be forfeited if this is done).
 - g. Recycling and waste disposal:
 - 1. Recycling containers are provided for "CLEAN" glass, aluminum, and plastic. Please rinse items prior to placement in recycling container.
 - 2. A waste container is provided for food waste and other non-recycled material. Please use trash bags provided. (2 bags provided; additional bags \$2 each) (Let us know 24 hours ahead if more bags are needed)
 - 3. Recycling and waste containers should be returned to proper location for removal.
 - h. KEY: When leaving the facility, lock front door then place key in the drop box located to the west of the front door, unless otherwise instructed.

We hope you enjoy using this fine facility and that it meets your needs for the meeting or event you have planned.

KEWASKUM TOWN BOARD

Call the week before your event to make arrangements to pick up the key: 262-626-2566 or email: clerk@townofkewaskumwi.gov.

In the event of an emergency on the day of your event, call Anne Trautner at 262-203-2683