

# Village of Dousman



118 S. Main Street, Dousman, WI 53118

\* 262-965-3792 \* Fax 262-965-4286 \*



## MUNICIPAL BUILDING LEASE AGREEMENT

All private parties renting the Municipal Building shall pay in advance, a **\$75.00 per day rental fee and a \$100.00 security deposit**. The security deposit will be held to cover damage and improper care, if any. The amount will be refunded after use if the premises are left clean and undamaged.

The private party requesting the use of the Municipal Building shall be directly responsible for any damage done during the rental period.

**NO GLITTER ALLOWED!! YOU WILL NOT RECEIVE YOUR SECURITY DEPOSIT BACK IF GLITTER IS USED!!**

**NO smoking allowed in the building.** Capacity for the community room is 75 people for meeting purposes and 50 people for parties, dinners, showers, etc.

Parties renting the Municipal Building will be responsible for putting chairs and tables away, putting trash in the containers and cleaning the kitchen if facilities are used. The floors **must be swept and wiped up**. All windows will be closed, doors locked and lights turned off.

**GUARANTEE:** The party or organization guarantees that it shall reimburse the Village of Dousman for all damages to any village property resulting from the use of the room and to hold the Village of Dousman harmless in the case of accident or on account of any damages arising during the time the organization or party is meeting in the Municipal Building. **THE ACCEPTANCE OF THIS FORM CONSTITUTES AND ACKNOWLEDGMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED.**

Date Requested: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

SECURITY DEPOSIT AMOUNT PAID

\$100.00

Signature of Person in Charge \_\_\_\_\_

RENTAL AMOUNT PAID

\$75.00

Telephone: \_\_\_\_\_

Accepted By: \_\_\_\_\_  
Village Clerk or Deputy

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date key picked up and signature \_\_\_\_\_

Key returned: YES NO

**ON-CALL VILLAGE EMERGENCY PHONE #: 414-588-6136**