

**Scandinavia Municipal Center
Meeting Room
349 N. Main Street, Scandinavia, WI 54977**

	<u>Deposit</u>	<u>Rental Cost</u>
❖ ½ Day or Evening (up to 4 hrs)	\$ 150.00	\$ 50.00
❖ 1 Day (up to 8 hrs)	150.00	50.00
❖ 1 Day and Evening (up to 16 hrs)	150.00	75.00

- A. Rental is open to residents of the Town and Village of Scandinavia.
- B. Recurring Rentals or rentals requested for more than one day must be approved by the Boards of the Town and Village of Scandinavia.
- C. Request for rentals must be made to the Scandinavia Town Clerk or the Scandinavia Village Clerk and require a minimum 10 day advance notice.
- D. Rentals may be made up to 6 months in advance of date of event. When cleaning is required a \$50.00 per hour rate will be charged and will be deducted from your deposit.
- E. If a renter is under age 21 (and no younger than age 18) years of age, they must have a co-signer over the age of 21.
- F. Cancellations must be in writing and by the same signature as that on the contract. In case of cancellation, the room rental fee is refundable with a two-week's notice or at the discretion of the Clerk.
- G. Absolutely no smoking is permitted in the building or on the premises.
- H. Any questions or problems that may arise that are not specifically referred to in this policy statement will be resolved by the Boards of the Town and Village of Scandinavia.
- I. For information and questions email Village Clerk at Clerk@VillageofScandinavia.com
- J. Mail checks to Village of Scandinavia, PO Box 24, Scandinavia, WI 54977

Under no circumstances will Town or Village of Scandinavia Inc. assume liability for any loss resulting in loss or injury. The person, organization or business will assume full responsibility for anyone sustaining any loss or injury whether or not associated with the event. It is strongly recommended that a liability insurance policy be in force for the event being held.

Contract

Requesting Party_____

Address_____City_____State_____Zip_____

Phone_____E-mail_____

(Day)_____(Evening)_____(Fax)_____

Date of Event_____Hours of Event_____

Event Description_____

Remarks_____

Payment

Full payment of the deposit and rental fee must accompany this signed contract as a check or money order payable to: Village of Scandinavia. The deposit will be returned to you after the event if the rented area is left in a clean undamaged condition. Deductions may be taken for loss, damages, extensive cleaning, etc.

Contact

Contact for rental, scheduling for set up, opening of building or other services must be done through the Clerk of the Village of Scandinavia at clerk@villageofscandinavia.com

Rental payment rate will be determined by an established rate schedule. For certain cases the Boards of the Town and Village of Scandinavia may have the right to consider special exception situations.

Agreement

I have read and understand the policies and procedures of the Scandinavia Municipal Center as attached. I agree to adhere to these policies and procedures, and assume full responsibility for my activity held in or on the Scandinavia Municipal Center facility and premises as confirmed by this document. I expressly release the Town and Village of Scandinavia from any and all claims, such as loss, damage or injury.

Signature Renter: _____ Date: _____

Name of Renter or Organization: _____ Position: _____

Signature Village Clerk: _____ Date: _____

SCANDINAVIA MUNICIPAL CENTER RENTAL RULES AND REGULATIONS

1. Waupaca county ordinance requires a security officer to be present if entertainment is being provided at a gathering. It is the responsibility of the requesting party to schedule this through the Waupaca County Police Department prior to the date of events.
2. **SMOKING IS NOT ALLOWED IN THE SCANDINAVIA MUNICIPAL CENTER BUILDING OR ON THE PREMESIS.** Renters and group leaders are responsible for seeing that this rule is followed.
3. Limited decorations for special occasions are permitted with prior review and approval. Staples, Glue, poster putty, duct tape and graffiti are NOT allowed on any walls. No decorations hanging from or attached to the ceiling are allowed.
4. Make sure all doors are locked upon exiting the building.
5. If keys are not returned, you will be responsible for the cost of replacement locks and keys.
6. You are responsible for your own set up and take down as well as clean-up of facilities.

CLEAN UP CONSISTS OF THE FOLLOWING:

Community Room key opens the janitor room, located next to the kitchen door.

- A. Anything that is spilled should be wiped up.
 - B. Wash off all tables, chairs, counter tops, etc.
 - C. Put all furniture, plants, dishes, tables, chairs, etc., back where you found them.
 - D. Sweep and/or dust mop floors-if necessary.
 - E. Make sure the stove, ovens and coffee maker burners are all turned off.
 - F. Pick up all garbage. Leave full garbage bags in the garbage can.
 - G. Turn down the two thermostats to 50 degrees in the meeting room.
1. You are responsible for preservation of order during facility usage enforcing the no smoking policy. **Children must be supervised by adults at all times.** There is to be one adult to each 10 children under age 12.
 2. The Town and Village of Scandinavia assume no responsibility for property theft on the premises.
 3. The Town and Village of Scandinavia staff members shall have free access to all rooms at all times and may stop in at any time. They also reserve the right to restrict privileges at any time.
 4. The facilities used will be inspected after use and the user agrees to promptly pay for loss or damages occurring during use of facilities that is beyond their deposit amount. The deposit is refundable after the facility is found acceptable.
 5. No deep fat fryers or open flame type cookers will be allowed in the kitchen or on the premises. All electrical equipment use and arrangements shall be in the charge and control of the Town and Village of Scandinavia Staff. Any equipment brought into the building must have prior approval by staff.

(updated 12/2023 KM)