



Village of Wyocena

165 E. Dodge Street • P.O. Box 913 • Wyocena, WI 53969
(608) 429-2349 • www.villageofwyocena.com

Community Room Rental Rates (Includes Kitchen)

Event Type	Resident	Non-Resident	Deposit (Includes Key Replacement + Space)
Family Reunions	\$65.00	\$95.00	\$400.00
Birthday Parties	\$65.00	\$95.00	\$400.00
Graduations	\$65.00	\$95.00	\$400.00
Anniversaries	\$65.00	\$95.00	\$400.00
Showers	\$65.00	\$95.00	\$400.00
Clubs	\$65.00	\$95.00	\$400.00
Funerals	\$65.00	\$95.00	\$400.00
Youth Activities	\$50.00	\$80.00	\$400.00
FFA Banquet	\$50.00	\$80.00	\$400.00
Boy & Girl Scouts	\$50.00	\$80.00	\$400.00

Multi-Purpose Room (Gym) Rental Rates

Event Type	Resident	Non-Resident	Deposit (Includes Key Replacement + Space)
Auction	\$300.00	\$500.00	\$600.00
Wedding	\$200.00	\$400.00	\$600.00
Other Events	\$200.00	\$400.00	\$600.00

Non-School Club Rentals

- \$200.00 per event or season (Resident)
- \$400.00 per event or season (Non-Resident)
- Applies to groups such as Club Basketball and Wrestling
- Maximum use: four (4) months, two (2) nights per week
- Village Board approval is required before scheduling

Reservation, Payment & Cancellation Policies

- A deposit is required to hold any reservation.
- Rental fee is due when the key is picked up.
- Cancellations made five (5) working days prior to the rental date receive a full refund of rent and deposit.
- Cancellations made less than five (5) working days before the event—or failure to cancel—will result in forfeiture of the rental fee, deducted from the deposit if unpaid.

Post-Event Requirements for Deposit Refund

Your deposit will be refunded after inspection provided:

- No physical damage occurred
- Tables and chairs cleaned and returned to carriers
- All refuse—including confetti—is picked up and disposed of properly
- Recyclables rinsed and separated
- Floors in the gym, entry, and bathrooms swept and mopped
- Community Room surfaces (countertops, tables, sink) cleaned
- Community Room floor vacuumed
- All bathrooms mopped and trash emptied

If any of these tasks are not completed, the Village of Wyocena will deduct cleanup costs from the deposit. If damages exceed the deposit, the renter is responsible for additional costs.

Important Rules

- No tables or chairs may be removed from the Community Room.
- Adult supervision is required whenever juveniles are present.
- A \$30 fee applies to any returned check.
- Setup is allowed no earlier than the day before the rental.
- Cleanup must be completed by the day after the rental.
- The building must be closed by 1:00 a.m., and all activities must end before that time.

Key Pickup

The Community Center remains locked. Please call or leave a message at 608.429.2349 by Tuesday before your rental date to arrange key pickup.

Renter Information

Name: _____
Street: _____ City: _____ State: _____ Zip: _____

Rental Date

Rent Amount: \$ _____ Date Rent Received: _____
Check No./Cash _____

Deposit Amount: \$ _____ Date Deposit Received: _____
Check No./Cash _____

Balance Due: \$ _____

Signature: _____ Date: _____ Phone: _____

Office Use

Key Pickup Date: _____
Key Numbers: _____
Key Return Date: _____