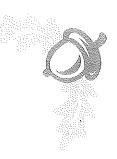
Village of Oakfield Community Room 130 N. Main Street, Oakfield, WI 53065 (920) 583-4400



COMMUNITY ROOM RENTAL AGREEMENT

(Non-Village Resident)

Renting party: _		Phone#			
Address:					
			Event type:		
Will alcohol be	served? (Please circle)	YES N	10		
FEE CHARGED (No alcohol being served):			FEE CHARGED (Alcohol being served):		
Room use:	\$125.00	F	Room use:	\$125.00	
Deposit:	\$25.00	<u></u>	Deposit:	\$125.00	
Total due:	\$150.00	T	otal due:	\$250.00	
· · · · · · · · · · · · · · · · · · ·	ash or check as form of pa i eld . Our mailing address				
**The commun	ity room is rented out in	"as is condition". Maxi	mum capac	city is 115 persons. Please feel	
				a and what you have to work	
with.					
	IIADII	ITY ACKNOWLED	2MENIT		
damages to the group and those damages as a re specifically inclu renter specifica	facility and/ or injuries are persons from the generesult of the actions or evenues obligations that may acknowledges that he, the village as a result of the	nd damages caused by control of the	or to themsed, as well as the commu ovider of the e of Oakfield	ne alcoholic beverages and d harmless for claims by any	
Renting party si		Date:			
		(For office use only)			
Depos	it/ fee paid (date)	Amount paid			
Receiv	red by				
Depos	it returned (date)	Amount returned		Check#	
Refund	ded by				
<u>:</u>				;	

Village of Oakfield Community Room BUILDING USE POLICY

<u>PRIORITY USE:</u> The village board has priority of use every Wednesday evening for regular and special meetings. The fire department has priority of use the first Thursday evening of every month (half of the room). The Lion's Club has priority of use the second Thursday evening of every month (half of the room).

<u>SCHEDULING</u>: The Village Clerk/ Treasurer will handle all scheduling, key disbursement and fee collections related to the use of the community room.

<u>SECURITY DEPOSIT</u>: Security deposit and Room use fee will be waived for Village of Oakfield non-profit organizations only, on the condition the room is cleaned to satisfaction.

EVENT CONCLUSION: All events must be concluded and all clean up must be accomplished by midnight.

<u>KEY PICK UP</u>: The facility key will be available for pick up prior to your event or weekend from 9:00am-4:00pm Monday- Thursday and from 9:00am-12:00pm Friday.

KEY RETURN: The facility key must be returned in the village drop box located inside the front doors or during regular office hours the next business day. Failure to return the key will result in a forfeiture of deposit and a possible additional charge.

SMOKING: Smoking is not allowed in any part of the building.

<u>ALCOHOL</u>: Alcohol consumption will be allowed within the confines of the existing law. (Additional deposit is required)

GARBAGE & RECYLCING: Any and all garbage created by your event must be removed from the community room and placed in the marked garbage and recycle containers located behind the building. The Village of Oakfield DOES recycle so please place those items in the proper container.

<u>SIGNS & DECORATIONS</u>: Please do not attach signs, posters, banners, tablecloths, etc. to the structures or furnishings using thumbtacks, push pins, tape or other items that could cause permanent damage. Please remove all decorations at the end of the event.

<u>CLEANING</u>: All cleaning is to be immediately done after the conclusion of an event. Failure to clean adequately will result in the forfeiture of the security deposit.

You must bring your own cleaning supplies for wiping down tables and counters

Items to be done are:

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:	Wipe down all counters, tables & chairs and appliances used with a sanitizing/cleaning spray
	Remove all decorations & tape
	Vacuum (vacuum located in community room closet)
	Check restrooms & clean up if needed
	Put back tables & chairs to their original position according to the diagram posted on the inside of the
	community room closet door.