

# ROCK SPRINGS COMMUNITY CENTER RENTAL AGREEMENT

**The Village of Rock Springs, (hereinafter called Lessor), hereby leases to:**

Name (s): \_\_\_\_\_

1<sup>st</sup> Address: \_\_\_\_\_

2<sup>nd</sup> Address (if applies): \_\_\_\_\_

City/State/Zip code: \_\_\_\_\_

2<sup>nd</sup> City/State/Zip code (if applies): \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ 2<sup>nd</sup> number \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ 2<sup>nd</sup> number \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Number of People: \_\_\_\_\_

Are you having beer: yes \_\_\_\_\_ no \_\_\_\_\_

## **Rental Fee:**

The rental fee for the **EVENT is \$200.** Fifty percent (50%) of the fee will be refunded if the event is cancelled **IN WRITING 30 DAYS** in advance of the date of the event.

**RENTAL FEE** \_\_\_\_\_

**CHECK #** \_\_\_\_\_

## **Key/Cleaning/Security:**

**\$150** deposit is required, and will be returned after the event if all items below are complete:

**Key:** The building is always locked and should remain so except during the time of your event is being held. When decorating or bringing in supplies, it is the Lessee's responsibility to see that access to the building is available for vendors, workers, guest, etc.

**Cleaning:** Lessee is responsible to do basic clean up after their event. Clean up consists of removing **all personal items, decorations, and all garbage after event.** A dumpster for bagged trash is located behind the building. **Removal of all food, beverages and anything carried in** is required. **Any building equipment used must be cleaned up and returned to proper storage area, especially the kitchen areas.** Brooms and mop buckets are kept in the storage area for use. All floors must be swept. The bathrooms need to be cleaned. Basically, the building should be left in the condition you rented it in.

**Security/Damage:** The following items will be subject to loss of Security Deposit: Gum on floor, cleaning not done, garbage found laying in or around building,, if items are taken or not put away property, and heat/air settings changed from original settings. Security cameras are placed throughout the building and will be reviewed if necessary.

**Event must be over and building must be vacated no later than 10PM.**

## **Smoking:**

The Rock Springs Community Center is a **NON-SMOKING** facility. Lessee is responsible to make sure smoking is prohibited inside the building. Smoking cans are located outside the building for use.

Lessee agrees to prohibit smoking in the building and to clean up the area outside of the building of any trash or cigarette butts from guests.

## **Alcohol:**

Lessee may supply beer and wine (champagne) at their expense and are solely responsibility for anyone who is drinking and checking for underage drinkers. **No hard alcohol or mix drinks can be served. If event is "Not For Profit", a picnic license is required for an event selling alcohol.**

### **Damage:**

Lessee agrees that any damages or loss to the building or its contents which occur as a result of the activities of the lessee, its members, guests, licensees, invitees, etc. during the term of this contract shall be the sole responsibility of the Lessee, at its option, may apply the clean up deposit to the costs of repairing said damages. Any portion of the clean up deposit not so applied shall be returned to the Lessee. If the repair costs exceed the clean up deposit, or if the building is not sufficiently cleaned, Lessee agrees to pay the Village of Rock Springs immediately upon receipt of a bill for said repairs and costs.

### **Concealed Weapons:**

There are **NO CONCEALED WEAPONS** allowed in the building or on the grounds surrounding the building.

### **Personal Property:**

All personal property of any kind or description whatsoever in the rental premises shall be the Lessee's sole responsibility.

### **Indemnifications:**

Lessee agrees to indemnify and hold harmless Lessor or Lessor's agents and employees from any and all loss, damage or claims for loss, damage or other legal liability (including attorney's fee and legal expenses arising from injury to property or injury or death of persons which is in any manner connected with the use, operation, or condition of the premises herein rented). Lessee shall promptly notify Lessor of any loss, damage, injury, claim, demand, cost of expense of which Lessee has actual notice, and Lessor shall be entitled to participate in the defense of any such proceedings. Lessee further agrees that in the event its use of the premises shall involve physical danger to its members, guests, licensees or invitees, it will secure from each such persons, a release of liability, in writing, in favor of the Lessor.

### **Requirements of the Law:**

All government law and ordinances shall be complied with by the Lessee to include but not limit to, the following:

1. Unacceptable behavior will not be tolerated. If any of the following behaviors are observed, Lessee must take immediate action to correct the situation: uncontrollable children, unsupervised children, jumping off the stage, excessively loud music or noise, fighting, damage to property, smoking in the building, any action that requires Sauk County Sheriff Department involvement, endangerment to others, trespassing in private areas and the presence of hard liquor, if not supplied by the said two bars. No animals are allowed in the building except those permitted by law.
2. Alcohol is allowed on the premises. Alcohol may not be consumed by anyone who has not reached the legal drinking age for the State of Wisconsin. Lessee will take full responsibility to insure alcohol is served within the guidelines of the law. If Lessee is unsure of the law, Lessor will provide information requested.

### **Applicable Law:**

This agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

### **Subletting or Assignment:**

Lessee shall not sublet or assign the premises without the express written consent of Lessor. Any such act is void and constitutes a termination of the rental agreement.

### **Full Agreement:**

Lessee agrees that by signing this contract, Lessee has agreed to all the terms of this contract and assumes full responsibility.

LESSEE \_\_\_\_\_ DATE: \_\_\_\_\_

LESSEE \_\_\_\_\_ DATE: \_\_\_\_\_

LESSOR \_\_\_\_\_ DATE: \_\_\_\_\_

## Village of Rock Springs

**NOTE: Payment should be in the form of a personal check or money order made payable to the Village of Rock Springs.**

**RSCC – Physical Address Only**  
**251 Railroad Street**  
**Rock Springs, WI 53961**

**MAIL TO:**  
**Village of Rock Springs**  
**PO Box 26**  
**Rock Springs, WI 53961**  
**608-522-5700**

**[www.rockspringswi.com](http://www.rockspringswi.com)**  
**[villageofrocksprings@gmail.com](mailto:villageofrocksprings@gmail.com)**

### **Cleaning Checklist: If checklist is not complete you will be subject to the loss of your deposit.**

Garbage removed and placed in Dumpster outside  
Clean Bathroom(s)  
If Fridge, Oven, or Microwave used, they need to be cleaned out.  
Windows/Mirrors Cleaned to original condition  
All Entrance Doors need to be cleaned with Windex  
Sweep Floors & mop bathrooms and Kitchen  
All Gum should be removed from floor  
Outside area cleaned up

### **Rental Fees: All Events (Including Not for Profit)**

A) Community Room with Kitchen	\$200.00
B) Rock Springs Resident (Village Taxpayer)	\$150.00
C) Rental for event by hour – No discounts for hourly rates (Minimum/Maximum of 4 Hours)	\$50.00/hour