

**Potter Village Hall Usage Agreement**

309 Central St. Potter, WI 54160

Phone: (920)849-7600

Fax: (920)849-7600

This User Agreement is made and entered into between the Village of Potter, hereafter "Village" and \_\_\_\_\_ hereafter "User". The parties agree as follows:

**1. FACILITIES USED:** User rents the Potter Village Hall

User will be responsible for the removal and return of all tables and chairs back to their original location. No one is allowed to be in the Fire Station at any time.. If this rule is not followed, the security deposit will be withheld.

**2. USER DATE & TIME:** The facilities are used for the following date and time:

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

**3. RENTAL AND SECURITY DEPOSIT FEE:** User shall pay the Village a Rental Fee of \$50.00 and a Security Deposit Fee of \$50.00 at the time this Agreement is signed. Payment can be made by cash or by two separate checks each made payable to the Village of Potter.

RENTAL FEE: \$50.00 SECURITY DEPOSIT FEE: \$50.00  
(Fee includes sales tax and applies to each day used)

*USER POLICY: It is the Village,s policy that service clubs and non-profit organizations with the principal office in the Village of Potter not be charged a rental fee for use of the Village Hall.*

**4. LIABILITY.** The Village shall not be liable for any injuries, death or property damage arising out of the use by User of the above described facilities and User agrees to hold the Village harmless.

**5. PURPOSE.** Premises are used for the following purpose: \_\_\_\_\_

**6. DOORS OF VILLAGE HALL:** The front doors of the Village Hall should be open upon your arrival. Or a Key will be issued.. The side doors of the Village Hall may not be left standing open or blocked open for any reason.

**7. CLOSING TIME.** The facilities must be vacated and locked by 12:00 midnight.

**8. RULES & REGULATIONS.** In addition to the duties of the User above, User agrees to abide by the following rules and regulations which are hereby incorporated into this Agreement. If the rules and regulations are not followed, the Village reserves the right to retain the Security Deposit. User agrees to pay additional fees for damages or extra time required to clean and restore facilities.

- It is understood that any Village Board Member or Community Association Member has the right to enter the rented premises at any time.
- The Village of Potter is not responsible for any articles left, lost or stolen on the rented premises.
- Smoking is prohibited.

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- Beer and Liquor Limitation. No sale, admission fee, donation, contribution or other charge shall be collected when intoxicating liquor or fermented malt beverages are consumed. Alcoholic beverages are permitted for any function by any person who has attained the age of 21 years if none of the above provisions are violated.

- **No decorations** shall be hung from the ceiling, light fixtures, wall surfaces or doors.
- No outside music is permitted.
- No animals are allowed in the facility or on adjacent grounds.
- Kitchen use means appliance use only. Appliances need to be cleaned after use. Kitchen items including towels, utensils, etc. are owned by other organizations and may not be used. Therefore, you must provide your own kitchen items.
- Booking can be made same day, but no earlier than 12 months in advance. **CANCELLATION POLICY:** Notification of cancellation received up to one week prior to the scheduled booking will allow for a full refund.
- No admission fee shall be collected for any activity.
- Care of Facilities. It shall be the responsibility of the User to clean all floor areas including hallway floors, facilities, bathrooms, appliances, chairs and tables before the termination of the rental period. "CLEAN" means the facility shall be suitable for immediate use by the next User. Tables and chairs must be put back in their original positions. The room should be left in the same condition as it was found so it is ready for the next User.
- Garbage Items. All garbage should be placed in the clear bags provided and put in the garbage containers outside The Village Hall located on the east side of the building.
- Recyclable Items. All recyclable items should be commingled and placed in a separate clear bag as provided. The recyclable items should be taken along home and disposed of properly by the User of the facility.
- User shall be in rented room, or have a designated attendant in Village Hall, during the entire requested hours of rental for security purposes. This shall be strictly enforced.

DATED: \_\_\_\_\_

USER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_