



Harrison Community Room Rental Application

W5298 Hwy 114 • Harrison • WI 54952

Name: _____ Email: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Rental Date: _____ Rental Hours: _____
(include set-up/clean-up)

Type of Event: _____ Organization (if any): _____

Will alcohol be served? YES_____ NO_____ *(If YES, alcohol cannot be sold on site and tap quantities are not allowed). Underage drinking is prohibited.*

- Room Reservation: \$100.00
- Security Deposit: \$125.00 (may be retained to cover damage or clean-up).
- Renter is responsible for any damage to the facility's tables, chairs, bathrooms, and kitchen equipment as well as damage to walls, doors, floors, or windows.
- Renter will not nail decorations on the ceiling tiles, walls, or woodwork.
- Renter is responsible for cleaning the Community Room and returning furniture to the original setup.
- The room needs to be cleaned and vacated by midnight of the event.
- The building will be inspected after each use and the security deposit will be returned after the key is returned.
- Weeknight reservation may be cancelled if the Village Board needs an emergency meeting.

Rental Hours: Weekdays: Monday - Friday 4:00 pm – Midnight.
Weekends: Saturday & Sunday 7:30 am - Midnight

Key Card/Room Tour: Mon – Fri 7:30 am to 3:00 pm.

Pick up the key card and get a tour of the facilities prior to your event. The key card opens the door at the **Community Room Entrance only** and is only active until midnight of the event. The key card must be returned within 2 business days after the event. A \$25.00 fee will be applied for lost or unreturned cards.

I agree to indemnify and save harmless the Village of Harrison and their employees and elected/appointed officials and their agents from any and all liability from claims of bodily damage, or any other nature whatsoever arising out of the use of the Community Room. I have received a copy of the Community Room rental guidelines attached to this contract and agree to abide by all the rules and regulations formulated by the Village of Harrison for the use of the building and facilities located in the Village of Harrison.

Rental Signature _____ Date _____
(Applicant must be 18 years or older)

Village Staff Signature _____ Date _____

Office Use:	
\$125 Security Deposit Ck# _____	Staff Initials _____
\$100 Room Rental Fee Ck# _____	

Community Room Guidelines

1. The Community Room may be rented by Village of Harrison residents or business owners ONLY. Community Room rental fee is \$100.00
2. A separate \$125.00 deposit is required and will be returned if the Community Room has been properly cleaned and there is no damage to the facility, appliances, or furnishings, and the key card has been returned (\$100.00 for building and \$25.00 for key card).
3. The Community Room is available at no cost to human service organizations including veteran groups, Lions, Kiwanis, etc. during weekdays. Normal rental fees apply for Friday through Sunday events.
4. The Community Room is not available for the following activities:
 - Weddings/Wedding receptions
 - Bachelor/Bachelorette parties
 - Funerals/Funeral receptions
 - Commercial or retail sales activities or events, rummage sales, craft sales, scrap booking and hobby or collector show/sales.
5. The Community Room is not available for rent on the following holidays or the weekends prior to or preceding:
 - New Year's Eve and New Year's Day
 - Easter Sunday
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve and Christmas Day
6. Reservations for the following year will start on the **1st Monday in October**. Once the contract and the required fees are received, no refund of the rental fees will be given.
7. Reservations for recurring events will not be accepted (example "the first Monday of each month").
8. The facility will be open for rental until midnight of the event. The room must be cleaned and vacated by midnight.
9. The Community Room's seating capacity is **130** people. This is strictly enforced for fire and insurance purposes.
10. Questions on rental policies can be directed to the Village Office at (920) 989-1062 Mon - Fri from 7:30 am to 4:00 pm. For problems during your rental event see the on-call staff member provided to you at time of your key card pick up and tour.
11. Smoking inside the building is prohibited.

Approved by the Town Board on 01/31/2006

Cleaning Checklist

Complete the following before midnight of your event.

- **Do NOT pour grease/oil/food down any drain, toilet, or urinal.**
- **Let grease/oil cool and harden then place in the garbage.**
- Turn off stove/oven/appliances
- Wipe down tables & chairs
- Wipe down countertops and any appliances used in the kitchen
- Remove your food from the refrigerator
- Return tables & chairs to original position
- Remove any decorations
- Sweep floor; mop up any sticky spills
- Take all garbage & recycling to the designated dumpsters located on the north side of the building.
- Flush toilets in restrooms
- Turn off lights in kitchen, hallway & Community Room
- Lock entrance door with Allen wrench
- Return building keys to drawer in kitchen
- Return key card to office (or in dropbox) within 2 business days

You are responsible to bring:

- ✓ Dish towels, dish soap, & dish cloths
- ✓ Serving utensils
- ✓ Coffee, cups, creamer, etc.

Keep this copy for future reference