

CITY OF GALESVILLE

16773 South Main Street
P.O. Box 327
Galesville, WI 54630

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COMMUNITY ROOM RENTAL AGREEMENT

Please fill out this form completely and fax or return to the City of Galesville at least one (1) week in advance of your rental dates with appropriate fees.

Organization:	
Contact Person:	
Contact Phone:	
Contact Email:	
Room Rental Date(s):	
Start Time: (Include set-up time)	
End Time: (Include clean-up time)	
Expected Attendance Number:	
Admission Fee Charged:	
If so, amount:	
Contact Person for Registration:	
Telephone:	

By signing this agreement, I agree to hold the City of Galesville harmless from any liability for damage, loss or destruction of property, or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the City of Galesville Community Room or its contents or as a result of such use, and will bear the full cost of repair including replacement, if necessary.

Further, I agree to the conditions outlined in the City of Galesville Community Room Rental Policy and Application/Agreement.

Signature _____ Date _____

For Office Use Only			
Collected: Rental Fee _____	Deposit _____	Returned: Deposit _____	
Date _____	Initials _____	Date _____	Initials _____

GALESVILLE COMMUNITY ROOM RENTAL POLICY

Rental Schedule:

1. No fee will be charged for Galesville non-profit organizations (unless electricity is being used for coffee pot, etc.) (Am Legion Auxiliary, Boy Scouts, Girl Scouts, etc)
2. A \$5.00 fee for utilities & supplies will be charged to Galesville based non-profit organizations which also serve the greater Galesville area. (Blue Angels, Blue Demons, etc.)
3. Non-profit organizations will be charged either the appropriate resident or non-resident fee as stated in #6 if it is based in another community or if fundraising is to be conducted. (Western Dairyland, New Horizons, etc.)
4. There is a fee of \$100.00/year for organizations using it on a regular weekly basis.
5. There is a fee of \$25.00/year for organizations using it on a regular monthly basis. (Garden Club, Music Study Club, Car Club etc.)
6. Fees for other uses, such as bridal/baby showers, confirmations, graduations, etc., are as follows: (The Deposit will be returned provided the room is left in good condition. See Cleaning Policy below.)

Deposit Fee:	\$50.00
Resident Fee:	\$15.00
Non-Resident Fee:	\$15.00/4 hrs or less \$25.00/more than 4 hrs

Regulations:

1. No rummage sales are allowed.
2. Hours available to rent the Community Room will be 8:00 AM to 8:00 PM Daily. No one can rent the room for more than 8 hours consecutively per day.
3. City Clerk must be contacted to secure a rental date during the following hours at City Hall, Monday thru Friday, 7:30 AM – 4:00 PM.
4. The key for the room may be picked up at the City Clerk's Office no sooner than the day before room is scheduled. The fee & deposit must be paid before the key can be released.
5. The person picking up the key will sign and be responsible for it. The key for the room is to be returned immediately the next day at City Hall. If City Hall is closed, the key can be put in a sealed envelope and then dropped in the utility bill payment drop slot.
6. No alcoholic beverages, beer, or wine can be served or consumed at the Community Room.
7. The deposit on the room will be refunded in one week (custodian will notify the clerk for satisfaction of deposit return). The person renting room is responsible for damages or breakage.
8. No permanent wall hangings or wall-coverings will be allowed without prior approval of the Galesville City Council.

Cleaning policy is as follows:

1. All lights must be turned off.
2. The building must be properly locked.
3. The floor must be cleaned.
4. The kitchen counter must be wiped down, dishes washed and put back in proper condition.
5. The garbage must be disposed of in the proper containers in the closet.
6. The tables must be wiped down.