

TOWN OF WOODRUFF

FACILITIES RENTAL RATES & POLICIES

All personal property must be removed after each event.

The security deposit will be one (1) times the rental rate.

The rental rates and rental policies will be re-evaluated by the Town Board at least once a year.

A \$100.00 re-keying charge will apply for any lost keys.

If two events occur simultaneously and both parties wish to use the kitchen, preference will be given to the person(s) renting the community room.

The conference room can be rented from 9:00 a.m. until 4:00 p.m. Monday through Friday. Maximum capacity is 15. No alcohol is allowed in the conference room.

The community room cannot be occupied beyond 12 a.m. (midnight). Maximum capacity is 180.

Alcohol is allowed to be served but cannot be sold. The rental rate for an event with consumption of alcohol is an additional \$100.00.

The following are the current rental rates:

	Residents	Non-Residents	For Profit Organizations	Government Entities	Clubs & Membership Organizations	Community Service Organizations (e.g. VFW)
Conference Room	\$15	\$30	\$50	\$25	\$15	\$0
Community Room without alcohol	\$250	\$400	\$100	\$50	\$40	\$0
Community Room with alcohol	\$350	\$500	\$200	\$150	\$125	\$125

Request for the Town of Woodruff facilities rental must be submitted no less than thirty (30) days prior to use.

Rental fees and security deposit also must be submitted no less than thirty (30) days prior to use.

Annual rental rates can be negotiated with the Town Board.

Effective January 1, 2008.

**TOWN OF WOODRUFF
FACILITIES RENTAL AGREEMENT**

TODAY'S DATE _____ REQUEST USE DATE: _____

RENT PAID _____ SECURITY DEPOSIT PAID _____ RETURNED _____

RENTER'S NAME _____ PHONE (H) _____(W) _____

ADDRESS _____ DRIVER'S LICENSE _____

TYPE OF ACTIVITY _____

ROOM TO BE RENTED: ____ COMMUNITY ROOM ____ MEETING ROOM ____ KITCHEN

The above stated person hereby agrees to the following conditions. Residents' rates apply to immediate family members.

ASSIGNMENT: Tenant cannot assign this rental agreement to another party.

PROHIBITION AGAINST HAZARDOUS MATERIAL: Tenant shall not cause or permit any hazardous material including, but not limited to any solid, liquid, vapor, soot, fumes, acids or waste to be brought on the premises.

USE OF PREMISES: Tenant shall use the facility only for lawful purposes.

INDEMNIFICATION AND HOLD HARMLESS tenant agrees to indemnify and hold the Town of Woodruff harmless from any and all claims and causes of action (including costs and expenses in defending such claims and causes of action) arising from any negligent act, negligent omission, or intentional tort in the use of the premises resulting in damage, injury or death by tenant or tenant's agents, invitees, or guests occurring during the term of this rental agreement.

PROCEDURE: Application for the Town of Woodruff facilities rental must be submitted no less than thirty (30) days prior to use.

Rental fees and security deposit must be submitted at the time of the rental request. The checks will be deposited in the town's account. Refunds can be held as long as thirty (30) days to fully evaluate any possible damage. In the event of any damage to the property, the replacement or damage cost will be deducted from the security deposit and the balance refunded.

KEYS: The keys may be obtained one (1) day prior to use and returned in the same allotted time. A \$100 re-keying charge will apply for any lost keys.

CHAIRS AND TABLES: Renter is responsible for setting up chairs and tables. After activity, wash tables and chairs replacing them in the storage carts in the storage room. Failure to comply will result in forfeiture of security deposit.

Table inventory _____ Chair inventory _____ Renter's initials _____

KITCHEN USE: Floors, counters, refrigerator, ovens and tops of stoves must be cleaned. All personal property must be removed prior to returning the keys. All floors must be cleaned to original condition.

TRASH: You must supply your own black garbage bags and trash must be taken out and put into the locked dumpsters. A key will be provided. Grounds outside must be picked up.

SMOKING: No smoking in the building as mandated by Federal Law.

CLEANING THE BUILDING: Clean after the function by sweeping and mopping. We expect the building to be in the same condition or better in which you found it before the function. You are free to make arrangements with an outside service if you do not want to personally clean it.

DECORATING: **NO TAPES OF ANY KIND** can be attached to any painted surface or ceiling tiles to anchor decorations. If you are decorating for a wedding on a Saturday, you may come in to decorate at noon on the Friday before the wedding if the community room is available. Make arrangements with the Clerk.

PARKING: **NEVER park in driveways/fire lanes nor in front of the Fire Station/Town Shop.** All vehicles must be parked in designated parking areas.

Signature of Responsible Party

Town Representative

Inspected by

Date