

**TOWN OF ST. GERMAIN
ST. GERMAIN, WISCONSIN 54558**

Community Park & Buildings Rental Rate Schedule

Rental Rate Schedule: **Effective February 2009**

A.	St. Germain Taxpayers	<u>(up to 100)</u>	<u>(100 +) *</u>
1.	Use of gym without kitchen.....	\$ 25.00	\$ 50.00
2.	Use of gym with kitchen	\$ 100.00	\$300.00
	Security Deposit (refundable after inspection)	\$300.00	\$1,000.00
3.	Small meeting room...(holds up to 50)	\$ 25.00	N/A
4.	Pavillion without kitchen.....	\$ 25.00	\$ 50.00
5.	Pavillion w/kitchen	\$100.00	\$300.00
	SecurityDeposit (refundable after inspection)	\$300.00	\$1,000.00
6.	Chamber Shelter.....	\$ 25.00	\$ 50.00
7.	Vandervort Park	\$.00	\$.00
8.	Old Picnic Shelter.....	\$.00	\$.00
B.	Non-Taxpayers		
1.	Use of gym without kitchen	\$ 50.00	\$100.00
2.	Use of gym w/kitchen	\$300.00	\$500.00
	Security Deposit (refundable after inspection)	\$500.00	\$1,000.00
3.	Small meeting room.....(hold up to 50).....	\$ 50.00	N/A
4.	Pavillion without kitchen	\$ 50.00	\$100.00
5.	Pavillion w/kitchen	\$300.00	\$500.00
	Security Deposit (refundable after inspection)	\$500.00	\$1,000.00
6.	Chamber Shelter.....	\$ 50.00	\$100.00
7.	Vandervort Park.....	\$ 50.00	\$100.00
8.	Old Picnic Shelter.....	\$ 25.00	\$ 50.00
C.	St. Germain non-profit agencies		
1.	Use of gym without kitchen.....	Donation Appreciated	
2.	Use of gym with kitchen.....	Donation Appreciated	
3.	Small meeting room.....	Donation Appreciated	
4.	Pavillion.....	Donation Appreciated	
D.	State Agencies, Governmental Departments, Etc.		

No charge, non-profit

- **Anyone requesting additional picnic tables to be moved from one location to another must make arrangements in advance and will be charged a handling fee of \$10 per table. Tables cannot be transported by anyone other than town personnel without special arrangement. This service is not available at Vandervort Park.**
- **Facility must be cleaned by the group or individual using it or you will be charged \$40 per man hr. to contract for cleaning. Grounds must be cleaned up after use.**

For special uses not covered in these guidelines, the Town Chairman or Parks and Recreation Chairman will determine the rates, based on the circumstances involved in the user's request.

TOWN OF ST. GERMAIN COMMUNITY PARK & BUILDINGS USE & POLICY CONTRACT

By signing this policy outline and contract, all liability is assumed by the signer for the event. The Town is not responsible for items left in buildings or on premise at any time. The Town of St. Germain and its agents are hereby released from any and all liability. A certificate of insurance from your carrier naming the town as insured may be required based on the scheduled activity.

1. Reservations:

- A. Any taxpayer, non-taxpayer, club or organization may make reservations. Reservations must be made for ALL activities and will be granted on a first come first serve basis.
- B. Reservations are to be made with Business Connection (715-542-2881) Payments and security deposits are due at the time of making the reservation unless otherwise arranged. Deposits are refundable if facility is left in excellent condition and no damages or cleaning fees are incurred. Allow 3 weeks for return of deposit.
- C. Regular users, such as dance and exercise groups, and service clubs scheduling regular meeting dates may be subject to being bumped to other available space when necessary.
- D. If your activity is cancelled, 48 hours notice to Business Connection is appreciated.
- E. Keys & Security codes can be picked up at Business Connection no sooner than 48 hrs. before the activity and must be returned no later than 24 hrs. following the activity. Office hours are Monday-Friday 8am-4pm. **A FEE OF \$25 WILL BE CHARGED FOR THE FIRST TIME BUILDING IS LEFT OPEN AND NOT LOCKED UP. \$100 FOR SECOND OFFENSE. THIRD OFFENSE YOU WILL LOSE THE PRIVILEGE OF USING TOWN FACILITIES.**
- F. Any expense incurred by the Town as a result of your activity will be reimbursed to the Town by the individuals using the facilities. If a deposit has been retained, this will be applied first.

2. Rules:

- A. A person of at least 18 years of age shall be present and assume responsibility at any activity.
- B. All lights must be turned off, including bathroom and hall lights and all doors must be locked. Renter responsible for locking and will be held liable for damage done from the time opened up
- C. No furniture or equipment is to be taken from the facility without prior approval.
- D. All chairs and tables are to be washed and put back on the dollies.
- E. The bathrooms must be clean and free of litter.
- F. All garbage/trash/recyclables inside or outside must be properly disposed of on the day of the event. No garbage/trash/recyclables are to be put in containers without using a bag.
- G. All floors are to be swept and mopped and small meeting rooms vacuumed.
- H. All damages noticed before and after any activity must be reported to Business Connection.
- I. Late night activities may make arrangements with Business Connection to allow for clean-up time the next morning but must be finished in time for any other scheduled activity.

3. Kitchen Clean-Up Responsibilities:

- A. Stoves:
 1. Clean top of stoves, burner area, oven, and burner grates with soap & water.
- B. Dishes:
 1. Wash and dry all dishes used & return them to the proper cupboards.
 2. Do not leave dishes, pots and pans, coffee urns, etc. out on the countertop.
- C. Utensils:
 1. Wash, dry and replace in designated storage areas.
- D. Sink, Cabinets, Refrigerator, Freezer and Floor:
 1. Clean and scour sinks, cabinets, etc.
 2. Wipe out refrigerator and freezer.
 3. Remove any food brought in.
 4. Sweep and mop the kitchen floor.
 5. Remove the garbage as outlined above.
- E. Dish Towels or Paper Towels:
 1. Dish towels and paper towels are to be provided by the user. If the facility's towels are used, the user is required to launder them and they must be returned within 24 hours.

4. Liability and Regulations for Liquor/Beer:
 - A. No hard liquor (including wine and anything above 6% alcohol level) may be SOLD at any time.
 - B. Admission charge and selling beer:
 1. A Town of St. Germain Class "B" picnic license is required.
 2. Applications are available from the Clerk and must be properly filed.
 3. Minors are not allowed to be present where such beverages are sold, unless they are in the company of their parents or legal guardians.
 4. A licensed bartender must be present.
 5. The club or organization selling the beer or wine coolers is responsible for seeing that no minors are served.
 - C. If there is no admission charge, or any alcoholic beverages being sold, there is no required license for liquor/beer consumption.
5. Miscellaneous:
 - A. All users will be billed for missing articles, damages, or for extra cleaning.
 - o Facility and/or Grounds used must be cleaned by the group or individual using it or you will be charged \$40 per man hr. to contract for cleaning.
 - B. The Town reserves the right to hold the security deposit for two weeks so as to assess for any damages, missing inventory, or additional cleaning services required.
 - C. The community center for the Town of St. Germain is smoke-free. Smokers may smoke outside but must pick up any cigarette butts and trash. Again, the user is responsible for cleaning this litter.
 - D. Helium balloons are *not* allowed in the community center. If any balloons are found in the ceiling fans of the facility, the user will be responsible for any damages and/or labor used to remove the balloons.
6. Sound System Usage: (Some Restrictions may apply)
 - A. Contact Business Connection about securing a microphone and the system's proper usage.

Rental Information

Facility Requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Community Center Gym | <input type="checkbox"/> Large Pavillion w/Kitchen | <input type="checkbox"/> Ball Field-South |
| <input type="checkbox"/> Community Center Gym & Kitchen | <input type="checkbox"/> Large Pavillion (North) | <input type="checkbox"/> Ball Field-North |
| <input type="checkbox"/> Chamber Shelter | <input type="checkbox"/> Small Pavillion (South) | <input type="checkbox"/> Vandervort Park |
| <input type="checkbox"/> Classroom # 2 | <input type="checkbox"/> Classroom # 3 | <input type="checkbox"/> Classroom # 4 |
| <input type="checkbox"/> Classroom # 5 | <input type="checkbox"/> Classroom # 6 | <input type="checkbox"/> Other |

Print Name: _____ Organization: _____

Address: _____ Purpose: _____

City,State,Zip: _____ Phone: _____ Email: _____

Reservation Date: _____ Time: _____ Code: _____

Security Deposit \$ _____ Date Recvd.: _____ Rental Fee \$ _____ Date Recvd.: _____

I acknowledge receipt of the "Alcoholic Beverage Consumption on Town Property" Policy

Return signed, completed form with payment payable to "Town of St. Germain". Mail to: Business Connection
1418 Hwy. 155, St. Germain, WI 54558

Renter's Signature Date