

**TOWN OF ST. GERMAIN**  
**FACILITY USAGE AGREEMENT**

(As provided for in Code of Ordinances — Chapter 17 – Community Parks & Buildings Usage)

Form revised 02/27/2024

**Facility Requested**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Com. Center Gym ( <u>without use of kitchen</u> ) | <input type="checkbox"/> Chamber of Commerce Shelter                      | <input type="checkbox"/> Ball Field (north)   |
| <input type="checkbox"/> Com. Center Gym ( <u>with use of kitchen</u> )    | <input type="checkbox"/> Large Pavilion ( <u>without use of kitchen</u> ) | <input type="checkbox"/> Ball Field (south)   |
| <input type="checkbox"/> Com. Center Room #2                               | <input type="checkbox"/> Large Pavilion ( <u>with use of kitchen</u> )    | <input type="checkbox"/> Vandervort Park      |
| <input type="checkbox"/> Com. Center Room #3                               | <input type="checkbox"/> Small Pavilion (no kitchen)                      | <input type="checkbox"/> Fitness Room         |
| <input type="checkbox"/> Com. Center Room #6                               | <input type="checkbox"/> Soccer Field (north of cemetery)                 | <input type="checkbox"/> Key Fob (single use) |
| <input type="checkbox"/> Key Fob   |   | <input type="checkbox"/> Fern Ridge Pavilion  |

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start date	__:__ am / pm	End date	__:__ am / pm	Purpose

**Facility Usage Requested By**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Address	City, State, Zip
<input type="text"/>	<input type="text"/>	
Email	Organization	
<input type="text"/>	<input type="text"/>	
Driver license #	Phone	

**User Agreement**

The assigned security Code/Fob is your responsibility. DO NOT share this Code/Fob with anyone. You must use your Code/Fob to enter the building and you may also be required to use it to lock the building upon your departure. You may be held responsible for any unauthorized use or damage that may occur during the times the electronic system indicates the building was accessed by your Code/Fob, including your Code/Fob being deactivated.

A person of at least 16 years of age must be present at all times and assumes responsibility for any damage during the time your Code/Fob is recorded in use.

You may request that your Code/Fob be deactivated if you suspect that it has been comprised in any way. You may also deactivate your Code/Fob if suspicious activity or misuse of the facility is suspected at any time.

The facility must be left as found, including returning all tables and chairs to where they were upon your arrival.

Key Fob must be returned within 48 hours after your event.

- ☐ I acknowledge receipt of St. Germain Code of Ordinance, **Chapter 17 – Community Parks & Buildings Usage**
- ☐ I assume responsibility for the facility during the time the Electronic Security Code/Fob is assigned to me.

Electronic signature

Date

Save completed form to you device, then send it as an email attachment to: [jenn.jones@stgermainwi.gov](mailto:jenn.jones@stgermainwi.gov)

**Rental Agent Use**

Usage fee	\$ _____	
Date issued _____	Security Dep. \$ _____	
Key Fob # _____	Sales tax \$ _____	Date payment received _____
Access code _____	Total \$ _____	Date dep. refunded _____