

Village of Mount Pleasant Parks and Recreation Community Room Rental Policies, Conditions, and Guidelines

COMMUNITY ROOM USE: The Parks & Recreation community room cannot be used for gatherings/activities that knowingly promote discriminatory/harassing behavior, derogatory to any individual/group, or be obscene/pornographic in nature or any other purpose which is illegal or against Village of Mount Pleasant Ordinances. Room will hold approximately 48 people seated at tables.

COMMUNITY ROOM HOURS: The Parks & Recreation community room is available for rental between the hours of 8:00AM-10:00PM. Premises must be cleaned and vacated by 10:00PM or the ending time stated in this rental agreement. It is important to allow for set-up and clean-up time when deciding your hours of usage because *the rental fee is based on your total time at the facility*. The renter will forfeit their deposit if they are found to be at the facility other than during their scheduled time.

RENTAL FEES: The rental fee must be paid in full before access code to building is issued. Fees are determined based on group designation outlined in the building fee schedule.

RESERVATION/DAMAGE DEPOSIT: A \$100 security/reservation deposit will be required to reserve the community room. The deposit will be charged to all groups renting the facility for equipment, damage, and/or cleanup costs and will be refunded after the facility and/or equipment has been inspected by the Parks & Recreation Staff and found in good condition with policies followed. The deposit will be refunded in the form of a check, within 30 days following the event.

CANCELLATIONS: If a cancellation is made at least four weeks prior to the scheduled event, the reservation/damage deposit, minus a 10% administrative surcharge will be returned. If a cancellation is made at least two weeks prior to the scheduled event, the reservation/damage deposit, minus a 50% administrative surcharge will be returned. If a cancellation is not made within two full weeks, the full reservation/damage deposit will be forfeited.

ENTERING/EXITING THE FACILITY: The person in charge of the rental will be issued a keypad code to the back door of the building. Keypad code will be provided upon receipt of full payment and deposit. The code will expire after the reservation. The renter is allowed to unlock the front door for others to access the building. If front door unlocked, the renter is responsible to lock the door at the end of the rental. The back door with key pad automatically locks upon leaving the building. Renter should double check all doors are locked prior to leaving at the conclusion of their rental. Do not prop open any doors at the building.

PARKING: Parking is available in the building lot, trail head lot, and street parking is allowed on the north side for Old Spring Street.

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, ceilings, or window furnishings. Decorating may not occur in any lobby areas. Nails, tacks, staples, and screws are prohibited. The renter must remove decorations immediately following the event. Any damage will result in forfeiture of full or partial deposit.

SET UP, CLEAN UP, & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs and personal equipment (unless prior arrangements are made with the Parks & Recreation Staff). The renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. It is the applicant's responsibility to inspect the area upon arrival and immediately report any problems. The renter will be held responsible and billed for any clean-up, losses, or damages. The Village of Mount Pleasant is not responsible for any equipment or other items left. Removal of village property from the facility is prohibited.

SMOKING AND ALCOHOLIC BEVERAGE POLICY: Smoking is prohibited inside the building at all times. Alcoholic beverages are prohibited unless a alcohol permit is obtained.

AMPLIFIED MUSIC: The use of speakers, large or small, to amplify music is strictly prohibited unless approved by Parks & Recreation Staff in advance. Boom box/MP3 docking stations are permitted as long as the noise is kept to a minimum.

SALES: No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$1 million naming the Village of Mount Pleasant as an additional insured, prior to the scheduled event.

RENTAL CONTACT INFO: Please contact 262-664-7840 if assistance is needed during reservation. Leave a voicemail if no one answers and await a return call back. The Village of Mount Pleasant shall not be liable for any damages related to permitting, condition, closure or use of Village parks or facilities. Nothing in this agreement shall preclude the Village from statutory protections including but not limited to Wis. Stat. §§895.52 and 893.80. Applicant and renter hereby agree to indemnify and hold the Village Harmless from any claims made in connection with permitting, condition, closure or use of Village parks or facilities.