

# VILLAGE OF STAR PRAIRIE

## 2019 RESERVATION FORM

### COMMUNITY CENTER

Reservations will be taken for the current calendar year, starting January 2nd or the first working day of the calendar year.  
Reservations cannot be accepted for the 3<sup>rd</sup> week of August, Ox-Cart Days (Sunday to Sunday) & the First Saturday of December

**NAME/ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_ **APPROX TIME:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_ **APPROX ATTENDANCE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**FEE:** \$ \_\_\_\_\_ **per event** check # \_\_\_\_\_ **DEPOSIT:** **\$50.00 damage/cleaning** check # \_\_\_\_\_

**SEPARATE CHECKS ARE REQUIRED** made to Village of Star Prairie for the Fee and damage/cleaning Deposit. After the event, inspection, and key return, the damage/cleaning deposit may be picked up by the person making the reservation (or the Deposit check will be shredded); if there is no damage and/or need for special cleaning.

- There are 11 tables and 82 chairs available for use
- No furniture, (chairs, tables, etc.), kitchen furnishings are to leave the Community Center under any condition.
- Kitchen and kitchen equipment are available for use – all we ask is that it be cleaned and put back as found.
- Alcoholic beverages shall not be served or consumed in the Community Center.
- Smoking is prohibited in the Community Center.
- Pins, thumbtacks, nails or tape shall not be used on the walls.
- Community Center User hours are 8:00 am until 10:00 pm.
- The Board may modify these fees for civic, educational, or similar purposes at its sole discretion.
- Renter is responsible for removing any decorations and placing all trash in proper receptacles.
- Persons reserving Village facilities shall be completely responsible for cleaning up the facilities after the event to the satisfaction of Village of Star Prairie officials.
- Any damage to the facility or the equipment/supplies within must be reported to the Village Clerk on the next business day after the approved event.

I have read the Community Center Rental Rules and accept responsibility for enforcement of rules and proper conduct of all persons using the facility. I/We further agree to indemnify and hold the Village of Star Prairie, its agents, trustees and employees harmless from any claim, cause of action, damage, injury, liability, cost, expense (including reasonable attorney fees) incurred or suffered by the Village, its agents, trustees and employees attributable or arising from my/our use of the Village facility pursuant to this reservation.

KEY NUMBER	FOR	DATE ISSUED	ISSUED BY	RETURN DATE	REMARKS

By accepting the identified key(s), I hereby agree to take diligent care of and promptly report any loss thereof. I further agree to not give possession of said key(s) to any other person nor cause or allow copies to be made of said keys.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MAXIMUM OCCUPANCY: 78 PERSONS**

**FEE SCHEDULE:** Non Resident/Group-\$100 Resident/Group-\$50 Non-Profit Organization/Educational-\$00  
VILLAGE OF STAR PRAIRIE, P.O. BOX 13, 207 BRIDGE AVENUE, STAR PRAIRIE, WI 54026