



Room Fee Collected: \$ _____
 Date paid: _____ by: _____ TR# _____
 If no fee, date Village Board action taken: _____

Deposit Fee Amount Collected: \$ _____
 Date paid: _____ by: _____ TR# _____

Date/amount deposit refunded: _____

Room Use Approved By: _____

Village of West Milwaukee Community Center Room Usage Application
(Please print)

Date(s) Requested: _____ Time(s) Requested: _____
 (Time requested must include room set up and clean up time.)

Purpose: _____ Number Attending Event: _____

Name of Organization: _____
 Purpose of Organization: _____

State of Wisconsin Non-profit Tax Exempt Number: _____



Responsible Party Information: Resident Non-Resident

Lessee Name: _____

Address: _____
City State Zip

Phone #: _____ Alternate Phone #: _____

Email: _____

Room(s) Requested: _____ Cafeteria/Kitchen/Lobby
 Maximum Capacity: Lobby 85 and Lunch Room 85

Release of Liability

For and in consideration of the use of the Community Center Meeting Rooms, Lessee agrees to indemnify and hold harmless the Village of West Milwaukee, a Wisconsin Municipal Corporation, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization, and hereby agrees to reimburse the Village of West Milwaukee for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.

(Responsible Party Signature) _____ (Date) _____

\$200.00 deposit required to reserve the room must be paid at the time the application is submitted.

West Milwaukee Community Center
1345 South 47th Street
Terms

Thank you for applying for the use of the Village Community Center located at 1345 South 47th Street. The parking lot is located on 47th Street in front of the Center. In order to make your use of the Community Center as memorable and enjoyable as possible it is important that you are aware of a few rules.

Events exclusively conducted within the Community Center may be held and cleanup of the facility must be completed by 9:00 p.m. The use agreement is a privilege provided to you to use the Community Center for your event in compliance with all federal, state and local laws and regulations. The Community Center is an alcohol-free and tobacco-free facility. No alcoholic beverages shall be allowed in the building. Any violation of federal, state or local laws in the use of the Community Center will be referred to the authorities for prosecution and shall result in revocation of this use agreement and surrender of any security deposit.

The named applicant is responsible for the Community Center during the time of the event under this Community Center Use Agreement. Cleanup is the responsibility of the applicant; cleaning supplies are user's responsibility. (*i.e.: dish soap, paper towels, window cleaner etc.*)

Maintenance will review the Community Center and damage or lack of cleanup will be noted and may result in the loss of any security deposit.

The Village of West Milwaukee accepts no liability in the use of the Community Center by the applicant or any other individual attending an event covered under this use agreement. The applicant indemnifies and holds harmless the Village for any negligence of the applicant or individuals attending this event under the terms of the use agreement signed below:

I have read the terms of the Community Center Use Agreement and understand that as the applicant that I am solely responsible for damage to the Community Center during the time of the event. Any damage may result in the forfeiture of a portion or all of the refundable security deposit. Damage includes failure to clean up after use within the one hour after usage period and results in forfeiture of the refundable security deposit*. Any violation of federal, state or local laws immediately terminates this agreement and results in forfeiture of the refundable security deposit. The Village cannot be held responsible for the actions of the applicant. This use agreement does not give the applicant any rights to use the facility either expressed or implied. The Village reserves the right to terminate or modify this use agreement at any time. *See Terms and Cleaning Check List.

Print Name _____

Applicant (Signature) _____

Date: _____

Community Center Cleaning Checklist

The following is a list of items that need attention at the end of each usage. Use this form to keep our Community Center neat and clean. These items are evaluated by the Village maintenance crew and Security Deposit may be withheld based on the satisfactory cleaning of the facility. Thank you in advance for your cooperation! *

1. Tables wiped down, no stains or sticky surfaces, returned to original location and/or put away, if applicable.
2. Chairs wiped down, no stains or sticky surfaces, returned to original location and/or put away, if applicable
3. Floor swept, spills cleaned up and damp mopped – Warm water ONLY. (affected area(s) only)
4. Garbage bags removed from building (place bags in dumpster outside of the Building. (New garbage bags placed inside waste receptacle.)
5. Bathrooms clean and tidy, toilets flushed (paper towel and toilet paper picked up, sinks rinsed and floor damp mopped) - if necessary
6. Countertops, kitchen sinks, appliances all wiped down, Appliances operational (ovens, refrigerator etc.) if applicable.
7. Food and beverages removed from freezer and refrigerator and inside of refrigerator wiped down, if applicable.
8. Windows secured. (All windows closed and locked)
9. Lights turned off.
10. Building secure. (No one inside) and doors locked (all checked from outside)

Event Date: _____

Applicant (Responsible Party)

(Print name): _____

(Signature): _____

Date: _____

Maintenance:

(Signature): _____

Village Contact Person

*This form is to be given to applicant at the time of use. Maintenance will have extra copies if needed. This form is to be given to maintenance at the end of usage. Maintenance will turn in signed copy to Village Hall to attach to agreement.