



## Community Centre Use Agreement

1345 South 47<sup>th</sup> Street

Village of West Milwaukee

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### **West Milwaukee Community Centre Usage Procedures (Capacity 85)**

Check the calendar for availability (Call 414-645-1530). Reservations are accepted on a first-come, first-served basis. Your date is reserved upon completion of the application, use agreement and submittal of security deposit and rental fee. The rental and deposit must be paid at the time the application is submitted. All reservations for the use of the Community Centre' Rooms shall be made through the Village Clerk's office using the appropriate application. Requests should be made a minimum of ten (10) business days prior to the event. Village functions shall take priority. There is no renting of the Community Center the weekend prior to an election (or the Monday and Tuesday of an election). A copy of your approved application will be provided by the Village as proof of your reservation.

**Deposit & Room Fees:** Non-governmental entities must make a deposit in the form of a check, cashier's check, money order, cash, or credit card. The Village of West Milwaukee maintains the right to retain any or all of the deposit to cover the cost of cleanup and/or repairs after the Village's inspection of the room(s) and receipt of all keys issued. The security deposit will be mailed within 10 days after usage, provided there is no damage to the facility. If the Community Centre Cleaning Checklist is not fulfilled, or if there are stolen or damaged items, deductions will be made from the security deposit and cleaning penalties will result. The remaining deposit, if any, will be returned to the applicant within 30 days of the reservation date. Room fees include building custodial/maintenance services, utility costs, etc. and help defray costs incurred by the Village for the meeting rooms. Usage fee and deposit will be refunded if the event is cancelled prior to the event during regular Village business hours. (Monday through Friday 8:00 a.m. to 4:30 p.m.).

<b>Usage Period</b>	<b>Resident</b>	<b>Non-Resident</b>
6 Hours (Includes set up/take down)	\$ 50.00	\$ 150.00

Village of West Milwaukee government entities do not need to submit an application. Federal, State and Local government (Health Department/School District) entities should complete an application, but the deposit/fee will be waived. All other entities should complete an application including civic groups, whose efforts are directed to the civic welfare of the community including Lions Club, Chamber of Commerce, etc.; non-profit groups that are designated by the State of Wisconsin as having a tax-exempt status, other area organizations that partner with the Village to promote the community; and Village of West Milwaukee residents and non-residents (showers, graduations, etc.).

If an applicant does not qualify on the above criteria, the applicant may complete an application to be submitted to the Village Clerk office detailing their reason(s) for usage. The request will then be submitted to the Village Board for consideration; meetings are held the first and third Monday of each month so allow appropriate time for review. Meeting rooms shall **not** be used for the purpose of individual or joint solicitations for funds, commercial sales presentations, meetings that are politically partisan or seeking gifts or requests, etc. for the purpose of profit or non-profit. The Village Board of the Village of West Milwaukee retains the right to refuse meeting room usage to any organization as deemed appropriate, necessary and/or not in the best interest of the Village.

The room must be returned to its original condition after each use. If the room is not in order when you arrive, please immediately report this or any other conditions to the Clerk's Office (during business hours) or the Police Department (after hours). The entire facility must be left in clean condition; failure to comply will result in a charge levied against violator. The Village reserves the right to demand reimbursement from any user for cleaning or damage to the building or equipment. The Community Centre Use Agreement and Cleaning Checklist and Rules must be signed and followed.

**The Village of West Milwaukee reserves the right to waive any or all deposits and/or room fees, as determined by the West Milwaukee Village Board on a case-by-case basis.**