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 Centre Room Application
Recurring, Long Term, and/or Multiple Date Usage

Application Type: New Application ☐ Renewal / Extension Application ☐

Name of Organization/Business/Group: _____

State of Wisconsin Non-profit Tax-Exempt Number (if applicable): _____

Recurring days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Frequency: ☐ Weekly ☐ Monthly

Notes: _____

Start Time: _____ End Time (must be out by 9PM): _____

6 Hours Max including set up and take down

Purpose of Rental: _____ Number Attending Event: ____
Maximum Capacity: 85

Room Rental Cost Per Date: $125.00 Refundable Security Deposit $200.00 (one time cost) Total Due: $_____

Responsible Financial Information:

Name: _____

Address: _____
City State Zip

Phone #:_____ Alternate Phone #:_____

Email: _____

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) _____

Additional Application Requirements

In addition to completing the application, all applicants are required to complete the following:

1. Letter to the Village Board

The letter should include the following information:

- Organization Overview: A brief history and description of the group, club, or organization.
- Purpose of Facility Use: An explanation of the intended use of the Village facilities.
- Additional Information: Any other relevant information about the organization that the Village Board should consider when reviewing the application.

2. Appearance Before the Village Board

A representative of the organization is required to appear before the Village Board to introduce the organization, explain its intended use of the facilities, and answer any questions the Board may have.

3. Proof of Insurance (if applicable)

Include a Certificate of Insurance.

Scheduled Appearance

Date: _____

Time: _____

West Milwaukee Community Center
Use Agreement
1345 South 47th Street

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 and cleaning supplies are the responsibility of the applicant *(i.e.: dish soap, paper towels, window cleaner etc.)*

Maintenance will review the Community Center and damage. 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 Cleaning Check List and Rules.

Print Name_____

Applicant (Signature) _____

Date: _____

Community Center Cleaning Checklist and Rules

The following is a list of items that need attention at the end of each usage along with various rules. 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. Tablecloths MUST be used. DO NOT use tape on the tables. Tables returned to original location. Any extra chairs that were used from the closet, put away.
2. Tables wiped down, no stains or sticky surfaces.
3. Chairs wiped down, no stains or sticky surfaces.
4. Floor swept.
5. Clean any spills with a damp rag only (DO NOT FLOOD FLOOR OR USE ANY CLEANERS).
6. Garbage bags removed from building and placed in trash receptacles outside. New garbage bags placed inside waste receptacle.
7. Bathrooms clean and tidy, toilets flushed (paper towel and toilet paper picked up, sinks rinsed and clean any spills if necessary.
8. Countertops, kitchen sinks, appliances all wiped down.
9. Food and beverages removed from freezer and refrigerator and inside of refrigerator wiped down, if applicable.
10. Windows secured (All windows closed and locked).
11. Lights turned off.
12. Building secured (All doors closed and locked).
13. NO ALCOHOL ALLOWED ON PREMISE.
14. DO NOT USE STOVE/OVEN.

Event Date: _____

Applicant (Responsible Party)
(Print name): _____

(Signature): _____

Date: _____

West Milwaukee Community Center
Rental Information

Community Center
1345 S. 47th Street (one way going north, enter from W. Greenfield Ave.)
Call Village Hall with questions: Ph# 414-645-1530 8:00 am - 4:30 Mon - Fri.

Village Hall/Police Station
4755 W. Beloit Road - Non-emergency ph# 414-645-2151
Pick up and drop off the keys at the dispatch window on the first floor of the building. Dispatch is open 24 hrs.

Fees:
The room fee and deposit are due when the application is submitted.
You will only receive the deposit refund **if** the room is clean when you leave.

Tables:
Tablecloths MUST be used. DO NOT put tape on the tables.

Kitchen:
Please do not use the stove or oven. You are allowed to bring in your own crock pots /nesco's, etc.

Room Temp:
On the weekend there is no maintenance support (in case of heat/air conditioning problems).
Mon-Fri you can call the Superintendent: Jason Jourdan 414-645-6238 7:00am-3:30pm.

Cleaning Supplies:
Please make sure that the tables and chairs are placed back to the position in which you found them, and that the room is also in the same clean condition as when you first arrived. Due to certain allergies, cleaning supplies are not supplied, so please bring these items along with you.

If you have any questions regarding the rental of the Community Center, please call 414-645-1530 ext. 0 8:00-4:30pm Mon – Fri.

Thank you!