

Village Municipal Rental Application



Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event and Time: \_\_\_\_\_

Expected # of Attendees: \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Facility:**

Room A (Board Room) \_\_\_\_\_

Room B (Meeting Room) \_\_\_\_\_

Room C (Community Room) \_\_\_\_\_

Kitchen Use \_\_\_\_\_

The preceding information is correct to the best of my knowledge. I agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision and responsibility for this event. By offering this service, the Village of Sturtevant does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the Village of Sturtevant has no responsibilities, express or implied for any damages arising out of, or connected in any way with the Lessee's use of the facilities. The Village of Sturtevant retains the right to revoke this permit any time prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event.

I agree to the policies and procedures set forth by the Village of Sturtevant for reservations.

Signature (Contact must be 18 years or older)  
\_\_\_\_\_

Date \_\_\_\_\_

**Reservation Confirmation-Office Use Only**

Deposit Fee \$ \_\_\_\_\_ Payment: Check# \_\_\_\_\_ Cash \$ \_\_\_\_\_

Confirmed and Approved by: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_



**Village Hall Deposit and Rental Fee Schedule**

<b>Rooms</b>	<b>Deposit</b>	<b>Rental Fee for Use and Rental by Individual</b>	<b>Rental Fee for Use and Rental by Non Profit/Charitable Groups</b>	<b>Rental Fee for Use and Rental by Commercial (For Profit) Groups/Businesses</b>
<b>Room A-Board Room</b>	\$ 100.00			
Resident		\$125.00	\$125.00	\$150.00
Non-Resident		\$150.00	\$150.00	\$175.00
<b>Room B-Meeting Room</b>	\$ 100.00			
Resident		\$125.00	\$125.00	\$150.00
Non-Resident		\$150.00	\$150.00	\$175.00
<b>Room C-Community Room</b>	\$ 100.00			
Resident		\$75.00	\$25.00	\$150.00
Non-Resident		\$100.00	\$50.00	\$175.00
<b>Kitchen Use-Additional Paid Up Front</b>	\$ 50.00			
Resident		\$25.00	\$25.00	\$50.00
Non-Resident		\$50.00	\$50.00	\$75.00
<b>TOTAL</b>				
Deposit will be returned if cleaning requirements are met.				
If renting more than one room, only one deposit fee is due/one refund is applied				
\$25.00 cleaning fee may apply.				



## Village Hall Rental Agreement Information and Policies

### 1. Rental Policy

The Community Hall is a public facility and property owned, operated and maintained by the Village of Sturtevant for the expressed purpose and use for civic and municipal services and for the benefit of all members of the community. Because of its public purpose, priority in its usage shall be:

- A. Governmental purpose, including the event of emergency public need.
- B. Civic and charity events that provide a direct benefit to the Community as a whole.
- C. Community social events and functions that provide direct and indirect benefit to the Community as a whole.
- D. Social events intended to provide a recognition of significant achievement/event of a Community member(s), (e.g. graduation, wedding reception, retirement, etc.)
- E. Social events intended to provide a recognition of significant achievement/event to non-community members(s).
- F. Commercial purposes by for-profit organizations.

### 2. Deposit

A deposit is required to be paid in order to reserve the date of the planned function/event/activity. The deposit assures the date and time of the planned function will be scheduled and blocked. Scheduling is on a first-come-first-served basis.

### 3. Rental Fee

Rental fees must be received no later than ten (10) days prior to the scheduled use. The fees are as adopted by the Village Board and based on the following type of rental group/category: (See Fee Schedule)

- A. Use and Rental by INDIVIDUAL (receptions, showers, friendly gatherings/parties, and the like)
- B. Use and Rental by NON-PROFIT/CHARITABLE GROUPS (Civic groups, service clubs, churches, schools, government, and the like)
- C. Use and Rental by COMMERCIAL (FOR PROFIT) GROUPS (Business seminars, business reception, and the like). The rental and use of the facilities shall not be for the purpose of selling goods or services at retail or wholesale or taking of orders for goods or services.

Consideration of a waiver of fee is by request to the Chairperson of the APPL committee.

### 4. Cancellation

Cancellation must be made by written notice to the Village no later than 5 days prior to the scheduled function.

### 5. Agreement

A signed and executed agreement must be in place at the same time the deposit is submitted to reserve the Community Hall for the scheduled event. For purposes of signing, for use and rental by an individual,

that person organizing, or is responsible for the organization, of the event must sign the agreement. By such signing, that person assumes all responsibilities as stipulated within the agreement, which cannot be conveyed to another person or persons. For this purpose, a person is defined as a separate individual and not an organization, business, corporation, or group. The agreement shall be between the Village of Sturtevant and that individual.

For purposes of rental by non-profit/charitable groups and commercial (for profit) groups, signing must be by that person elected or appointed to a position of responsibility which includes the authority to commit that group or organization to the terms and conditions of the agreement. The agreement shall be between the Village of Sturtevant and the group or organization.

#### **6. Availability and Scheduling**

Scheduling is coordinated through the Village clerk. For information on availability and scheduling call during normal business days and hours (Monday-Friday 8am-5pm, excluding holidays). Reservations shall not be accepted which are more than six (6) months in advance of the planned activity/event/function.

**WAIVER AND RELEASE OF CLAIMS**

By signing below, I expressly agree and understand that I am utilizing facilities owned and operated by the Village of Sturtevant at my own risk in order to engage in the recreation or other personal activities. I understand the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization (WHO). Further, I acknowledge that COVID-19 cases have been confirmed in Racine County, Wisconsin and surrounding counties. In accordance with guidance issued by the WHO, the United States Centers for Disease Control and Prevention (CDC), and the Wisconsin Department of Health Services (WDHS), for slowing the transmission of COVID-19, I hereby agree, represent, and warrant that I am not and shall not enter onto Village property within 14 days after returning from highly impacted areas subject to a CDC Level 3 Travel Health Notice, after known exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice, or after known exposure to any person who has a suspected or confirmed case of COVID-19. I agree that I am aware of the CDC Travel Health Notices list (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) and agree to check this list prior to signing this waiver. I hereby agree, represent, and warrant to not enter Village facilities if I am experiencing any symptoms of COVID-19, including, without limitation, fever, cough, or shortness of breath, or have a suspect or diagnosed/confirmed case of COVID-19, or if I have experienced any such symptoms within the prior 14 days.

I understand and agree that the Village of Sturtevant has taken reasonable steps to implement recommended guidance and protocols issued by Public Health Agencies for slowing the transmission of COVID-19, including, without limitation, the restrictions set forth herein. I understand the inherent dangers for exposure to COVID-19 and other injuries while engaged in the foregoing activities on Village property, which could result in quarantine requirements, serious illness, disability, and/or death, and I hereby assume full responsibility for, and risk of, illness, bodily injury, or death. Having read and understood the above warning, I recognize the importance of reviewing and following the guidance issued by the WHO, CDC, and WDHS, as well as the Village's policies and procedures related to same. By signing this agreement, I agree to be responsible for personal safety and hygiene while engaged in the foregoing activities on the Village property, and I agree to abide by any and all Village of Sturtevant rules and procedures related to social distancing and use of personal protective equipment (PPE), including, but not limited to face masks or shields.

I further agree to hold harmless the Village of Sturtevant, including its employees and agents, and including any and all insurers thereof, from any and all claims, suits, obligations or other liabilities of any kind which arise or may arise out of my engagement in the aforementioned activities on Village property. Further, I agree to indemnify any of the aforementioned persons and/or entities to the extent of any damage claims, including attorney fees, which arise or may arise out of my activities on Village property.

**I hereby certify that I have read the above provisions and agree to abide by the terms of this Agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed)





## Community Hall Rules and Cleaning Requirements

### **Renters CANNOT:**

- Use tape on the windows
- Use burning candles or fire of any kind
- Smoke in the building at any time
- Use harsh cleaning sprays or scrubs
- Use trash cans without garage bags or liners

### **Cleaning Check List**

**Please use the cleaning supplies under the kitchen sink and in the lower cabinet to the right of the sink**

**Please use dish soap and hot water or vinegar water to wipe clean all items**

**Please leave all used cleaning cloths in the bucket or bin under the sink**

**Place all cleaning supplies back in the cabinet**

### Room and Hallway

- Wipe clean tables
- Wipe clean chairs-seats and backs
- Sweep all floors
- Mop floor, if necessary
- Wipe clean all windowsills, door frames, and walls, if necessary

### Kitchen

- Wipe clean the grates and under the grates of the gas stove
- Wipe clean all the counters
- Wipe clean all the fronts of the cabinets and drawers
- Wipe clean the inside and outside of the refrigerator, if necessary
- Wipe clean the inside and outside of the microwave, if necessary
- Wipe clean the sink, including faucet and the area around the sink

### Bathrooms

- Wipe clean all sinks, toilets, and mirrors, if necessary
- Sweep bathroom floors
- Mop bathroom floors, if necessary

### Trash cans

- Tie off all full garbage bags and place them by the side door by the bathrooms
- Place new bags in the cans

### Courtyard

- Pick up all trash, cans, etc. from the area

Failure to clean the premises will result in loss of deposit.

Signature: \_\_\_\_\_ Please sign and leave the copy on the kitchen counter

Date: \_\_\_\_\_

