

## Community Center Use Agreement

1. All youth groups – ages through 12<sup>th</sup> grade shall be chaperoned and properly supervised at a ratio of not more than 20 persons to one adult.
2. All breakage and damage of equipment, furnishings, and building, including the surrounding area, shall be the responsibility of the user; the cost of repairs or replacements shall be born by the user. This means, the organization or group of which a person is a member, or the chairman of a private party, shall be responsible for the payment of damages. Please report all damage within 24 hours of use of facility to the City Clerk-Treasurer at 715-265-4227.
3. You are responsible for the arranging of furniture for your event. Please return all furniture to its original location after your event.
4. Food and disposable food containers are the property of and for the use of the Nutrition Program only. You are to furnish your own food and paper supplies, dish soap, towels and dishcloths, etc.
5. Utensils, dishes, pots, pans, etc. that are accessible can be used but must be cleaned and put back in their appropriate locations when done. Please do not leave in the sink or drying rack. Stove, refrigerator and freezer are available. Steam table and dishwasher are not for public use.
6. General housekeeping to be done at the end of your event include:
  - Floors swept
  - Spills and snow/rain tracked in should be mopped
  - Tables wiped clean
  - Clean kitchen counters, stove, floors, spills in refrigerator and/or freezer etc.
  - Dispose of waste and containers in appropriate receptacles and replace with new garbage bags if necessary. Full bags of garbage and/or recyclables should be tied and placed in large closet.
  - Lock doors

Supplies can be found in the janitor's closet located next to the kitchen service window:

- Brooms and mops
- Garbage bags (if there aren't extra in the bottoms of the garbage cans)

7. All doors must be locked after use and key fob returned to City Hall no later than the day following your event.
8. Rental Fee per day:
  - \$100.00 + tax= \$105.50 for city residents will need to be paid in advance along with a separate \$50 refundable deposit.
  - \$200 + tax = \$211.00 for non-resident will need to be paid in advance along with a separate \$50 refundable deposit.
  - Deposits will be returned if facility is free of damage, cleaned and furniture is returned to its original location. See checklist on back. Lost key fobs will result in full surrender of deposit.

The applicant agrees to indemnify, save and hold free and harmless, Glenwood City, its officers, employees and agents from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which Glenwood City or its officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the Glenwood City Community Center, as provided herein.

\_\_\_\_\_  
Name of Group/Organization

\_\_\_\_\_  
Type of Activity

\_\_\_\_\_  
Date/s of use

In order to maintain the Community Center for the enjoyment of all users, I have read and agree to the rules as stated above.

Contact Information of responsible party:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_