

ARKANSAW COMMUNITY CENTER RENTAL AGREEMENT

Arkansaw Fur, Fish & Game
Arkansaw, WI 54721

Please make your reservation on the Arkansawffg.org website. This can be found on the Arkansaw Community Center tab.

A **booking fee of \$125.00** will be charged at the time of booking. If your event needs to be rescheduled, please contact us as we need to assist with rescheduling.

If you need to cancel the event, a refund of \$100 will be issued. A **\$25.00** fee will be retained as a non-refundable deposit.

Additional charges may be incurred for not completing the attached checklist at the end of your rental period.

After your event, the Community Center will be inspected. Any damage to the Community Center will incur additional charges. If there is more than \$100.00 in damages, you will be held responsible and will be billed for all damage. This includes the interior and exterior of the Community Center property.

Contact Information:
Heather Kelton 715-495-1456
Peggy Kralewski 715-495-4367

Contact Heather Kelton one week before your event to arrange to have the facility unlocked. If a key to the building is required for your event, the key must be returned within 24 hours. If key is lost, you will be held responsible for the cost of changing locks and for key replacement. No weapons of any kind are allowed on the property.

The maximum capacity for persons in the Community Center is 110 people.

Updated 1/5/26 mak

Arkansaw Community Center Rules & Final Checklist

1. General Rules for Use of the Community Center

- a. Scheduling will be done on our website at www.arkansawffg.org. The calendar on the website is updated live, so please use that to check availability. If you experience difficulties with the website, or if you have further questions, you may contact Heather Kelton at 715-495-1456.
- b. Payment will be made on the website arkansawffg.org.
- c. **PLEASE USE MINIMAL DECORATIONS. ONLY PAINTERS TAPE MAY BE USED TO ADHERE DECORATIONS. Upon inspection, if walls/floors are damaged, charges for damages will be deducted from the security deposit. If damages are more than the amount of the security deposit, you will be billed for the balance.**
- d. **NO DECORATIONS MAY BE HUNG FROM THE CEILING.**
- e. **No smoking allowed in the building.**
- f. Smoking area is out in the back of the building. Please use the sand filled container for butts. You are responsible for cleaning the container.
- g. No pets or animals, except assistant dogs, are allowed in or around the community center.
- h. Sale of alcoholic beverages is not permitted unless you have been issued a Class B liquor license (picnic license) by the Town of Waterville for the date of your event.
- i. You must furnish all food, dishes, silverware, serving utensils & dishcloths, etc. There are a limited number of these items in the community center. You are responsible for washing, drying and putting away all utensils. Please leave Community Center owned dishcloths draped over the sink and we will launder them.
- j. Clean up is the renter's responsibility. The hall and property must be restored to its original condition.
- k. Any damages to equipment, property and/or the facility will be charged to the renter.
- l. The Arkansaw Fur, Fish & Game reserves the right to refuse service to any group or individual.
- m. Please supervise all children. Do not allow children to play in or on the window seats.
- n. **Exterior doors must be kept closed during your event. No propping doors open.**

Please let the A/C do its job during extremely warm weather days The windows may be opened for ventilation.

- o. Please turn down the heat or air conditioner before leaving.
- p. If you have obtained a key, please return key promptly after your event.

2. Final Checklist –failure to complete these tasks may result in all or a portion of your deposit not being returned!

Please be respectful and leave the Arkansaw Community Center as you found it—Please complete this list!

- a. Food in refrigerator/freezer that you did not bring to your event should not be used or taken.
- b. All garbage and recyclables need to be put in the dumpster between the Community Center and the Rec Hall. *This includes restroom garbage. Aluminum cans should be disposed of in aluminum recycling bins.*
- c. Put new garbage bags in garbage cans.
- d. Make sure all trash is picked up outside. *(Including all cigarette butts)*
- e. Use the sand strainer for cleaning out the container for cigarette butts.
- f. Sweep all floors.
- g. Clean out refrigerator and take your food home.
- h. Wipe down counters, stove, microwave and sink.
- i. Wipe down all tables and chairs. Stack tables and chairs.
- j. Turn heat down to 65 degrees or turn off air conditioning.
- k. Make sure all lights are off and all doors are locked.

Thank you for using the Arkansaw Community Center. If you have any questions or problems, please call 715-495-1456 or 715-495-5577.