

ARKANSAW COMMUNITY CENTER RENTAL AGREEMENT

Arkansaw Fur, Fish & Game
Arkansaw, WI 54721

Please Print

HALL REQUEST FOR THE **DATE OF:** _____ **Time:** _____ - _____

PERSON RESPONSIBLE FOR COMMUNITY CENTER RENTAL:

ADDRESS: _____

PHONE NUMBER(S): Work _____ Home _____ Cell _____

TYPE OF EVENT: _____
(i.e. graduation, wedding, etc.)

A security deposit in the amount of \$ 100.00 will be held as a refundable security deposit. This check will be held and returned to you after your event/rental is complete, if after inspection, the Community Center is deemed to have been returned to its original condition. Any damage to the Community Center will be deducted from your security deposit. If more than \$100.00 in damages occur, you will be held responsible and will be billed for all of the damages. This includes the interior and exterior of the Community Center property.

AND

A separate reservation fee will be charged: \$100.00 for a full day. **Both checks are to be made payable to Arkansaw Fur, Fish & Game** and must be mailed back with this rental agreement before the Community Center will be reserved for you, to:

Heather Kelton
N6165 Dunbar Hill Lane
Arkansaw, WI 54721

Contact Heather Kelton one week before your event to confirm your reservation and make arrangements to unlock/open the building. 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.

I have read, understood the Arkansaw Community Center Rental Agreement and Rules, and agree with all rules/regulations as stated.

Signature of Person Responsible for Rental

Date Signed

FOR OFFICE USE ONLY.

Deposit Received _____ Rental Fee Received _____ Deposit Check Returned _____
Office Calendar _____ Web Calendar _____
Updated 02/03/2016

Arkansaw Community Center Rules & Final Checklist

1. General Rules for Use of the Community Center

- a. Scheduling will be done by Heather Kelton at 715-285-5795/715-495-1456 or visit our website at www.arkansawffg.org to check availability. Please double check availability with Heather in case the calendar has not yet been updated.
- b. One check for the deposit of \$100.00 and a separate check in the amount of \$100.00 for the rental fee. The deposit and rental fees need to be made payable to Arkansaw Fur, Fish & Game (AFFG).
- c. **NO DECORATIONS, TAPE, STAPLES, SCOTCH TAPE OR OTHER ITEMS ARE ALLOWED ON THE WALLS OR FLOORS. 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. **DECORATIONS CAN BE HUNG FROM THE CEILING.** You must remove all decorations and fasteners used on the ceiling. Please use painter tape for such decorations.
- 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 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 in 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. (If aluminum recycling bins are full, please empty in aluminum recycling bin near Park Shelter across the street)*
- c. Put new garbage bags in garbage cans.
- d. Make sure all trash is picked up outside. *(All cigarette butts should also be picked up)*
- e. Use the sand strainer for cleaning out 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 55 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 715-285-5795.