



# VILLAGE OF REEDSVILLE

217 Menasha Street  
Reedsville, WI 54230-8597  
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## RENTAL AGREEMENT

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

Name of Group or Individual: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Telephone Number Cell Number

### USEAGE FEE: Checks payable to the Village of Reedsville

Resident: \$75.00 + \$50.00 Deposit - Two separate checks

Non-Resident: \$100.00 + \$50.00 Deposit - Two separate checks

Non-Profit Org: \$50.00 Deposit

Paid Fee: \_\_\_\_\_ Paid Deposit: \_\_\_\_\_ Returned Deposit: \_\_\_\_\_

**DEPOSIT:** Initial funds for the equipment were paid for by the Village. It was the Board's intent that the rental fees offset the maintenance, janitorial and necessary repair or replacement of equipment. To keep the cost in line and provide a quality facility, the Board established the following criteria. Failure to comply with items will forfeit your deposit.

1. There is no damage to the hall and/or equipment.
2. Tables, chairs and kitchen equipment is cleaned, and/or returned to original storage location.
3. Floor is swept and/or mopped and dried.
4. Village staff will inspect the hall and equipment the next working day following the rental. Any items found missing shall be replaced and replacement cost will be result in forfeit of deposit.

**RULES:**

1. The Village reserves the right to refuse rental to any group/individual.
2. Responsible person assumes liability for all damages to the property/hall.
3. No smoking is allowed in the Reedsville Municipal Building
4. The Municipal Building must be vacated and locked by **12:00 midnight**
5. Group/individual agrees to clean up after itself after each use. User must leave all areas of the facility used in as clean a condition as they were found. This shall involve the removal of any materials brought into the hall by the user and turning off of all lights.
6. Users must put all trash in clear garbage bags. Dumpsters are available on the south-east corner of Village property to dispose of all trash and recyclables.
7. The key must be picked up on the day before the rental. If the key is not picked up and an employee must be contacted, it will result in a \$15.00 forfeiture of the deposit. The key must be deposited in the drop box located by the door on Menasha Street when leaving the building.
8. Any person or group may appear before a regular board meeting if they cannot meet the above rules.

I have read the Rental Agreement and agree to above.

\_\_\_\_\_  
Signature of person reserving facility

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**LIABILITY AGREEMENT**

I, \_\_\_\_\_ on behalf of \_\_\_\_\_, hereby understand and agree that as the user/renter of a room, or rooms in the **Reedsville Municipal Building** for whatever purpose, I assume any and all risk of injury to myself or others, and/or physical damage to any property belonging either to myself or to others, arising from, or as a result of, my use of premises of the **Reedsville Municipal Building**, including any and all risk of prosecution, injury or property damage arising from the serving of liquor, alcoholic beverages, or fermented beverages. I, further agree that I will make no claim for damages or compensation whatsoever against the Village of Reedsville, its Officers, Board Members, or Employees, and I agree to indemnify and save the Village of Reedsville, its Officers, Board Members or Employees, harmless of and from any liability not due to their negligence for loss or damages of any kind; however sustained by me, my agents, employees, representatives or invitees.

I hereby state that I have the authority to sign this Agreement on behalf of \_\_\_\_\_ and to bind such sponsors to such Agreement.

\_\_\_\_\_  
Signature of person reserving facility

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name