

APPLICATION FOR COMMUNITY RENTAL AGREEMENT

Name of Renter: _____

Address of Renter: _____

Phone of Renter: _____

Description of Activity:

Date of Use: _____ Time of Use: From: _____ AM/PM

To: _____ AM/PM

Facility to be used: Ballfield / Village Hall / Concession Pavilion / Other

Non-Profit: Civic / Church / Charity / Other _____

**Village Board may wave the fee if application is filed 45 days in advance.*

Type of Event: Thrift Sale / Ball Game / Wedding / Reunion / Concert / Benefit / Graduation

The Renter or Organization Agrees to the following rules:

1. The individual listed as renter must be a minimum of 21 years of age and will be responsible for the rules, supervision and proper conduct of all persons at the facility.
2. The renter shall be responsible for damage, loss, and or breakage of Village property.
3. All property belonging to the activity must be removed at the close of the event, including garbage (must be taken with you).
4. Any property belonging to the Village shall not be removed from the premises.
5. Where permitted by law, the applicant shall agree to indemnify, save, and hold free and harmless the Village of Wheeler, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense, of any kind or nature whatsoever which the Village of Wheeler, their officers, agents, or employees, or any of them 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 Village Facilities as provided herein.

The Village Board reserves the right to wave any guidelines in this document.

Deposit: \$50.00 Paid ___ Yes ___ No Date: _____

Rental: \$50.00

Deposit Returned: Date:

General Policy:

Village Facilities belong to the residents of the Village of Colfax, and we encourage the use of these facilities. Non-profit organizations connected with the Village of Wheeler may use these facilities without charge if requested within 45 days prior to the event. The Deposit is still required, and we will return the deposit upon return of the venue in satisfactory shape of the premises.

When a youth activity is scheduled, the reservation must be made in the name of an adult at least 21 years of age. Please provide the Village with the names and telephone numbers of those who will act as chaperones.

Condition of Use:

The individual listed as the renter must be 21 years of age and will be held responsible for the adherence to the rules and proper conduct of all people using the facilities. The renter will be billed for any items missing and or damaged to the Village property.

All property belonging to the renter must be removed at the close of the activity, **Including garbage. Any garbage removed by village employees will result in a \$200.00 charge.**

If decorations are used, they must be temporary and must be installed and removed during the rental period.

All live music must end at 1 AM.

The Village may require the renter to provide a Certificate of insurance which will name the Village of Wheeler as an additional insured and shall provide adequate liability and property damage for the event.

The Village of Wheeler shall NOT be responsible for loss, theft, removal, or damage to personal property, not for personal injury resulting from the conduct of any activities.

Portable toilets are the financial responsibility of the group renting the facilities.

If alcoholic beverages are sold, paid for by tickets, cost of meal, donations, etc. a class B Picnic License is required. The application, submitted by a legally formed organization, must be filed with the Village Clerk's office no less than 45 days prior to the event to be considered at the

Village Board Meeting. Which are held on the first Wednesday of the month. There is no special meeting held for consideration of the application.

Not Permitted:

Nudity

Drugs

Violence

Animal sports

Fireworks W/O Permit

Open Fire W/O Permit

We reserve the right to refuse rental of Village Facilities, if in the opinion of the Village Board the rental is not in the best interest of the Village of Wheeler.

