

Village of Nichols Community Center Rental and Usage Rules and Regulations
Located at N9065 Krull Road, Nichols, WI 54152 Phone : 920-525-2717
www.villageofnichols.com

The Community Center is a non-smoking community facility and should be available to anyone that lives or works within the Village *and surrounding area*.

Therefore:

- ❖ **The Community Center may be used for municipal and civic purposes by patriotic, civic/service and educational organizations.**
- ❖ **The Community Center may be used by any person, company, or corporation located within the Village limits for entertainment, recreation, or any other project of community interest.**
- ❖ **The Community Center may be used by any individual who resides within, or works within the Village limits (*or surrounding area*) for wedding receptions, family receptions, or any other gathering.**

RESERVATIONS

- ❖ All reservations must be made with the Village Clerk’s office. Reservations must be made at least 10 days in advance and no earlier than 15 months in advance.
- ❖ The deposit and fee must be paid to reserve a date. The Village Clerk’s office shall be notified of any reservation that is to be cancelled. Cancellations made 10 days prior to the rental period are allowed. No refunds of the **fee** paid shall be made for any cancellation after that time.
- ❖ Deposits will be returned if the building is cleaned and picked- up after your event.
- ❖ Keys for access to the building must be arranged for with the Village Clerk’s office.
- ❖ 1st time renter will be subject to a **\$100.00** security deposit.
- ❖ 1st time renter will meet with Community Center Committee for approval.

RENTAL & DEPOSIT FEES

All renters of the Community Center will be required to make a deposit. The deposit and fee will be required with each reservation application. A reservation shall only be secured after a rental agreement has been signed and the deposit and fee paid. Rental and Deposit fees are as follows:

<u>Resident</u>		<u>Non-Resident (<i>non-property owner</i>)</u>
\$25.00 + deposit	4 hours or less	\$35.00 + deposit
\$50.00 + deposit	4 hours or more (full day)	\$60.00 + deposit
\$75.00 + deposit	2 day weekend	\$85.00 + deposit
\$100 + deposit	3 day weekend	\$110.00 + deposit
\$60.00 + deposit	Community Hall & Pavilion	\$70.00 + deposit
\$15.00 + deposit	Pavilion only	\$25.00 + deposit
\$25.00	Deposit	\$25.00

Local Non-Profit Organizations upon approval of the Village Board.

ACTIVITES

- ❖ Music is permitted inside the Center only. Decorations are permitted, however, no decorations shall be hung from fixtures, and masking tape is the only acceptable fastener to be used on walls. Decorating and removal of decorations must be accomplished within the time period reserved and shown on the rental agreement.
- ❖ Smoking is prohibited.
- ❖ Animals (except Assistance Dogs) are not allowed in the Center.
- ❖ The facility must be cleaned and vacated and locked by 11:00 PM.
- ❖ The person in charge must be 18 years of age or older for non-alcoholic activities. For activities that include alcohol, the person in charge must have attained the age of 21.
- ❖ It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all state laws, as well as Village ordinances, resolutions and policies.
- ❖ The Village of Nichols shall not be liable for any injuries, death, or property damage arising out of the use by the renter of the Center and the renter agrees to hold the Village harmless.

CLEAN UP & LOCK UP

Activities must be over and the facility cleaned, vacated and locked within the time period reserved. It shall be the responsibility of the Renter to clean the facility as follows:

- a. Wipe, clean & dry all tables, chairs, counters and appliances so they are clean.
- b. Put all tables and chairs back in the original set up.
- c. Garbage must be taken home with the renter and the garbage bags need to be replaced.
- d. Sweep and mop all floors.
- e. All food must be removed.
- f. Refrigerator must be wiped down.
- g. Stove top and oven must be wiped down.
- h. All decorations must be removed.
- i. All lights are to be turned off.
- k. All doors and windows should be closed and properly locked.

When you are finished, the building should look clean for the next group that has it reserved. The renter agrees to pay for additional damages from misuse or failure to properly lock the building and/or additional time required to clean and/or restore the facility. Charges will first be deducted from the deposit. If all of the above mentioned are taken care of the deposit will be returned to the renter after the Village Board meeting following your event.

Use of the dishes, silverware, coffee pot, and roaster is allowed. If used, please be sure to put these items away clean and they are not to leave the Community Center Hall.