

**Town of Kewaskum Community Center Rental Application**  
**Town of Kewaskum**  
**9019 Kettle Moraine Drive**  
**PO Box 484**  
**Kewaskum, WI 53040**  
**262-626-2566**  
[townkew@frontier.com](mailto:townkew@frontier.com)

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Please send this completed application, along with a check for:  
Town of Kewaskum Residents: Daily Rent \$150 + \$150 security deposit (\$300)  
Non Residents: Daily Rent \$200 + \$200 security deposit (\$400), application **MUST** have  
a co-signer that does live within the Town of Kewaskum.

Make check payable to the Town of Kewaskum, return by \_\_\_\_\_ to reserve  
the date you requested. Your deposit will be returned to you when it is deemed that  
there was no damage caused by you during the use of the facility.  
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It is understood that the applicant/organization will be responsible for the proper use of  
the facilities, and if there are damages from this use, the applicant and/or co-signer will  
be responsible for payment for such damages. After this event, the premises shall be  
cleaned by the applicant/organization and all garbage shall be separated in proper  
containers. The town will dispose of the garbage.

Applicant's/Organization's Name \_\_\_\_\_  
\_\_\_\_\_ Check is non-profit organization  
Address \_\_\_\_\_  
Daytime Phone No. \_\_\_\_\_ Evening Phone No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date Requested \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Applicant's/Organization Signature \_\_\_\_\_

**If Applicant/Organization is not a resident of the Town of Kewaskum (pays  
property taxes to the Town of Kewaskum), a town resident **MUST** complete the  
following information and sign the indemnification agreement below:**

Town of Kewaskum Resident's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Town Resident's Signature \_\_\_\_\_

**Indemnification Agreement**

The applicant/organization agrees to indemnify and save the Town of Kewaskum harmless,  
from any and all claims by, or on behalf of, any Town property damaged, or damage arising out  
of the applicant's/organization's use of Town property pursuant to this application.  
Applicant/organization further agrees to indemnify the Town of Kewaskum for any attorney fees  
or other expenses incurred by the Town of Kewaskum in defending any claims arising out of or  
during the course of applicant's/organization use of the Town property pursuant to the  
application.

\_\_\_\_\_  
Applicant/Organization Signature

\_\_\_\_\_  
Town Resident Signature (if not same)

# Town of Kewaskum

## Washington County, Wisconsin

Phone: 262-626-2566  
Fax: 262-626-1529  
e-mail: townkew@frontier.com

Included with this letter is the application form for rental of the Town of Kewaskum Community Center. In 1995 when the hall was constructed, the Town Board felt that it should be made available for community use. To that end, we have equipped the community center with chairs, 20 tables, audio speakers, and kitchen equipment

Initial funds for the equipment were paid for by the Town. It was the Board's intent that the rental fee offset the maintenance, janitorial, and necessary repair or replacement of equipment. To keep the costs in line and to provide or quality facility, the Town Board established the following rules and regulations:

- A. Hall rental shall be \$150 per day for residents of the Town of Kewaskum and \$200 per day for non-residents, effective December, 2017
- B. A security deposit of \$150 for Town of Kewaskum residents or \$200 for non-residents is required and will be returned when the following criteria are met, and failure to comply with these items will forfeit your deposit: Non-residents MUST have a co-signer on the application that does live within the Town of Kewaskum.
  - a. There is no damage to the hall and/or equipment
  - b. Tables, chairs, and kitchen equipment is cleaned, returned to original storage location, and properly secured. (Should any of the above need repair, set outside storage room and make note of item in question).
  - c. Floor is swept and/or mopped and dried, as use determines.
  - d. "NO SMOKING" regulations strictly enforced
  - e. Hall capacity not to exceed 125 persons inside
  - f. **Decorations** do not damage the hall and/or equipment, and all decorations must be removed. **Nothing shall be taped to the ceiling or walls in any way (your deposit may be forfeited if this is done)**
  - g. Recycling and waste disposal:
    1. Recycling containers are provided for "CLEAN" glass, aluminum, and plastic. Please rinse items prior to placement in recycling container.
    2. A waste container is provided for food waste and other non-recycled material. Please use trash bags provided. (2 bags provided; additional bags \$2 each) (Let us know 24 hrs ahead if more bags are needed)
    3. Recycling and waste container should be returned to proper location for removal.

Call the week before  
your event to make  
arrangements to pick up  
the key 262-626-2566  
or email:  
townkew@frontier.com

**KEY** When leaving the facility, lock front door then place key in the silver lock box located to the east of the front door, unless otherwise instructed.

We hope you enjoy using this fine facility and that it meets your needs for the meeting or event you have planned.

**KEWASKUM TOWN BOARD**

### RENTAL AND DEPOSIT FEES

Return rental application and a check for rent + deposit made payable to:

#### **TOWN OF KEWASKUM - TREASURER**

Attention: Community Center Rental  
PO Box 484  
Kewaskum, WI 53040-0484

In the event of an emergency  
on the day of your event  
Call Nancy Boden 262-626-8031