

Town of Kewaskum Community Center Rental Application
Town of Kewaskum
9019 Kettle Moraine Drive
PO Box 484
Kewaskum, WI 53040
262-626-2566
townkewaskum@gmail.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: townkewaskum@gmail.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.
- 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.

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

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 Anne Trautner at
262-203-2683.

**Kewaskum Community Center Rental
Office Use Only
Town of Kewaskum**

Return date to reserve hall _____

Date Requested _____

Applicant's/Organization Name _____

Co-Signer Name _____

Type of use or reason for rental _____

_____ **Check if Non-profit group (no charge for rental)**

Phone Number _____ **Day** _____ **Evening**

Check # _____ **Date received** _____

Date and Check Number when deposit was returned _____