

# Town of Sheboygan Community Center Rental Permit

**Town Hall Office**  
4020 Technology Pkwy Sheboygan, WI  
53083  
Phone 920-451-2320 Fax 920-451-2323  
Hrs: Mon, Wed, Thur, 7am-4pm  
Tue 7am-5pm; Fri Closed

## Community Center Guidelines

**Permit Agreement and Conditions:** In consideration of the issuance of this permit and permission to use the Town of Sheboygan Community Center, the Permittee understands, acknowledges, and agrees to the terms and conditions contained herein. Permittee agrees to be responsible for any and all of its guests or invitees using the Town of Sheboygan Community Center.

### Fees are as follows:

	<u>Fee</u>	<u>Deposit</u>
75 People or less	\$300.00	\$300.00
76-150 People	\$600.00	\$600.00
151-299 People	\$900.00	\$900.00

**Deposit will be cashed and refunded after the Community Center has been checked and approved for refund.**

**Club or organized events require proof of insurance listing the Town of Sheboygan as "additional Insured".**

**All cancellations have a \$50.00 non-refundable processing fee.**

**Cleaning Required:** The permittee accepts the Community Center premises in good and clean condition and shall leave the premises in the same condition as when arrived. Permittee agrees to the restrictions and cleaning requirements as follows:

- No decorations shall be hung from any ceiling, walls or windows in the Community Center using tape, staples, tacks, or nails. Damage caused by the use of these items will result in retention of security deposit funds.
- Permittee to bring cleaning supplies, including towels, the Town does not supply these items.
- Any items that are used in the kitchen shall be cleaned and put back in its storage container.
- The refrigerator, stove, coffee machine and coffee pots need to be cleaned, if used.
- The sinks and stainless steel must be cleaned and wiped down in the kitchen.
- All floors in the Community Center, bathroom and kitchen areas shall be swept, and all debris removed and placed in the garbage cans provided.
- All decorations, including table decorations, need to be removed prior to leaving. The Permittee is responsible for removal of all personal articles, including leftover ice, food, containers, etc. Any items that remain will be thrown away and result in retention of the security deposit.

The Community Center will be inspected following Permittee's use of the premises. Town of Sheboygan may retain any or all of the security deposit if the Town deems it necessary to cover the cost of cleanup and/or repairs.

**Keys:** Upon arrival, please use the Fob to enter the Community Center. The key will unlock the exterior doors for guests. When leaving, turn off all lights and relock the doors with the key provided. The Fob is not used to shut or lock any doors. The Fob is only to gain access. Please deposit the Fob and key in the drop box in front of the Town Hall when leaving or return the Fob and key to the Town Hall during the next regular hours of operation. A lost Fob will result in a charge of \$30 for the cost of the Fob and programming.

**Exit Doors:** Do not block any exit doors in case of an emergency.

**Building Entry, Hours, and Noise:** The Community Center can be accessed with a Fob. The regular hours of operation for the Town Hall office are 7:00 am to 4:00 pm on Monday, Wednesday, and Thursday and 7:00 am to 5:00 pm on Tuesday and closed on Fridays. Any music entertainment must end by 12:00 am. The Community Center closes at 1:00 a.m. The alarm and automatic locks are programmed to engage at 1:30 am.

**Smoking:** No smoking or vaping is allowed in the Community Center. The designated area outside is allowed for smoking only. Guests should use the smoking receptacle. This area shall be cleaned of any debris at the end of the Permittee's use. Guests should not otherwise be outside the Community Center. Children should not be outside the Center.

**Animals:** No animals, except for assistance or service animals, are allowed in the building or on the property.

**Food and Beverages:** Please indicate on the permit application if food or beverages will be served. Prepared food may be brought into the facility and served. Please only use the oven to keep food warm, do not use the stove for cooking. Beer and Liquor may be served by private parties but NOT SOLD. The Permittee shall comply with State Law regarding alcoholic beverages.

**Theft and Damage:** The Permittee shall be responsible for the cost to repair any damage to the property, its contents or any stolen items related to the Permittee's use of the Community Center. If the damage exceeds the amount of the deposit, Rental Applicant will be invoiced by the Town for the amount in excess. If the invoice is not paid, the amount will be applied as a charge on Rental Applicant's taxes.

### **RELEASE AND WAIVER OF LIABILITY**

Subject to Wisconsin's comparative negligence law and the laws of contribution and indemnification, Permittee agrees to indemnify and hold harmless the Town of Sheboygan, its officers, employees, and agents from and against all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses, including without limitation actual attorneys' fees and costs, which arise out of, relate to, or result from Permittee's use of the Town of Sheboygan Community Center. This agreement of indemnity does not waive or forfeit any governmental or sovereign immunity of the Town of Sheboygan with respect to Permittee or any third parties. The Town of Sheboygan shall retain all applicable governmental immunities, defenses, and statutory limitations available, including but not limited to, Wis. Stat. §§ 893.80, 895.52, and 345.05.

Permittee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Cancellation Date: \_\_\_\_\_ Reason for Cancellation: \_\_\_\_\_

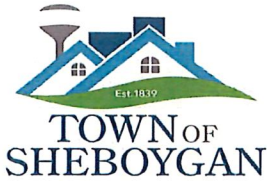
Refund Amount: \_\_\_\_\_ Date of refund check to be mailed: \_\_\_\_\_

Deposit Forfeiture Date \_\_\_\_\_ Reason for Forfeiture: \_\_\_\_\_

Note: All waived fee\* Community Center Permits must be approved by Town Chair:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*A \$200.00 fee for take done and setup of Board Chambers is required. Fee collected: \_\_\_\_\_



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Receipt Number: \_\_\_\_\_

Name of Person Responsible for Rental: \_\_\_\_\_ Cell Number of Person Responsible for Rental: \_\_\_\_\_

Address: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Hours of use: \_\_\_\_\_ to \_\_\_\_\_

Email: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Group/Business Name: \_\_\_\_\_ Maxium people 299

WI Driver's License #: \_\_\_\_\_ or State Photo ID #: \_\_\_\_\_

Proof of insurance required for club or organized events prior to event. Date provided: \_\_\_\_\_

Will the kitchen be used?  Yes  No Will food be catered in?  Yes  No

Will alcohol be served?  Yes  No Use of portable bar?  Yes  No

Will you need TVs?  Yes  No Laptop connection to TV?  Yes  No

Will you need the podium(s)?  Yes  No Microphone(s)?  Yes  No

Will you need the tables and chairs provided? (16-5' tables and 32 chairs)  Yes  No

Will you need the Town Board chambers removed?  Yes  No

Rental Fee Collected \$ \_\_\_\_\_ Security Deposit Returned: \_\_\_\_\_

Deposit Collected \$ \_\_\_\_\_ Permit Issuer: \_\_\_\_\_

Total Fee Collected \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

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

Signature of Resposible Person

Fob Issued: \_\_\_\_\_ Fob Returned: \_\_\_\_\_