

Lamar Community Center, Inc.

Rental Agreement Community Center/Meeting Rooms

PO Box 344, 1488 200th Street, Saint Croix Falls, WI 54024

RESERVATIONS

All reservations must be made with the Lamar Rental Officer, David Butler (715-441-0213). Reservations are on a first come first serve basis.

The full rental amount and security deposit must be paid when date is reserved.

The Lamar Rental Officer must be notified of any cancellations at least five (5) days prior to the date reserved to have the rental fee returned.

Arrangements should be made through the Lamar Rental Officer for the unlocking and locking of the Community Center and Meeting Rooms.

FEES

	Private Rental		Instructional or Educational	Non-Profit Organizations
	Half Day	Full Day	Contact Lamar	
Full Building	\$50	\$150		25% Discount on full day only

A security deposit \$100.00 plus full rental rate is required to make a reservation, please provide two separate checks.

For other usage the Lamar Board will determine fees on a per case bases.

Fees are subject to change without notice.

POLICIES

1. Please stay on the Lamar property, we ask that you not wander onto our neighbors farm field. Outside activity are restricted to the 9 pm hour on week nights and 11pm on weekend nights.

2. Please use the cleaning checklist provided when cleaning Lamar after your rental.

3. Smoking is prohibited in all areas of the Lamar Community Center building.

4. The Community Center kitchen has an electric range and oven, a commercial size refrigerator, and prep sinks for the renters use. The kitchen has some utensils and dishes for use. *Cooking of meat products on the cooktop stove is prohibited.*

5. Alcohol is allowed in the Community Center subject to the following conditions:

a. A private party (must be by invitation only) can bring in their own alcohol for their event.

b. If a private party utilizes the above the alcohol can only be given away. It cannot be sold by any means. That includes the selling of tickets.

c. If the renter is having an event that is NOT a private party a picnic license must be obtained by a non-profit group or bona-fide club for fermented beverages

(beer/wine coolers only) or for wine. Contact the Town of Saint Croix Falls for details on these regulations.

d. If alcohol is on the premises the renter assumes all liability and responsibility for themselves and their guests as stated below.

e. The renter also agrees to abide by all state laws including those prohibiting the serving of alcohol to a minor.

f. Contact the Town of Saint Croix Falls for any questions regarding Alcohol sales.

6. Facility must be cleaned, vacated and locked by the pre-determined time of the end of the rental.

7. The person in charge must be 21 years of age for any activity.

8. 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 all local ordinances, resolutions and policies.

9. It shall be the responsibility of the renter to ensure that the size of the group assembling in the Community Center does not exceed the maximum capacity of 200.

10. A Polk County Sheriff Deputy or Lamar Community Center representative shall have the right to enter the premises at any time.

11. The Lamar Community Center is not responsible for any articles left, lost or stolen on the rented premises.

12. The Lamar Community Center shall not be liable for any injuries, death or property damages arising out of the use by the renter of the Community Center/meeting room and the renter agrees to hold the Lamar Community Center harmless.

13. Chaperones are required for any civic or social activity where minors are present.

50 minors or less - minimum of 3 chaperones

50 –75 minors - minimum of 4 chaperones

76-125 minors - minimum of 5 chaperones

SCHOOL ACTIVITIES

1. Chaperones are required for all school activities

2. Must abide by all other regulations

DECORATIONS/MUSIC

1. Decorations are permitted in the Community Center

- No wall penetrations allowed

3. No candles in the facility (state regulated)

4. No fireworks/pyrotechnic displays.

5. No fires

6. No overnight camping

7. No music outside of the Community Center facility is allowed unless approved by the Lamar Board

CLEAN UP

Activities must be over and the facility cleaned, vacated and locked within a pre-determined time.

Please reference the checkout list, see below.

If the Community Center is not cleaned to satisfaction the deposit will be deducted from or additional charges will be assessed.

The renter agrees to pay for additional damages from misuse of the Center.

This rental agreement is made and entered into by and between the Lamar Community Center of Saint Croix Falls, Wisconsin, referred to as "Lamar" and to _____ as "Renter".

RENTAL PERIOD: please check your time options

Half Day:	6 AM until 11 AM
Half Day:	12 PM until 5 PM
Half Day:	6 PM until 11 PM
Full Day:	6 AM until 11 PM

The above facilities shall be rented to Renter by Lamar on _____

RENTAL FEE:

Renter hereby agrees to pay to Lamar the established rental fee and deposit at the time of application. Please note that booking is not complete until Lamar is in receipt of a fully executed rental contract and the Full Rental Fee plus Security Deposit.

Rental Fee: \$ _____

PURPOSE:

The premises are rented for the following reason: _____

Approximate size of group: _____

Names of Chaperones (if required): _____

RULES AND REGULATIONS: The Renter agrees to abide by all the rules and regulations as described in this document and accepts the conditions as written and to clean Lamar after the event as stated in the cleaning checklist below.

Date: _____

Renter, Print Name _____

Address, City, State, Zip: _____

Contact Phone Number: _____

Renter Signature: _____

Lamar Community Center

Renter's Check-off List

Name on application:

Date of Community Center use:

- Windows closed & locked
- Sweep floors in entry, steps, hallway & both main rooms
- Mop all floors if necessary
- Shake out carpets
- Empty all garbage and take with you

Lamar is not be responsible for items left at the Community Center

- Ovens, microwave oven and coffee pots cleaned
- All utensils, plates, cups washed and returned to proper area
- Chairs and tables wiped down and returned to their proper storage area (chairs in rack, tables where you found them)
- Check for tape and decorations on walls & fixtures
- Bathroom's cleaned & mopped (if necessary)
- Turn thermostat to 45°
- All lights turned off
- Lock all doors- there have been instances where the renter leaves and has not double checked to be sure the door is actually latched – PLEASE DOUBLE CHECK THE LOCKS!