

**WYOCENA COMMUNITY CENTER RENTAL FEES
EFFECTIVE 9/9/2014
RENTAL FEES**

<u>COMMUNITY ROOM</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>DEPOSIT</u>
FAMILY REUNIONS	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
BIRTHDAY PARTY	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
GRADUATION	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
ANNIVERSARY	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
SHOWERS	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
CLUBS	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
FUNERAL	\$65.00	\$95.00	\$100.00 plus key deposit \$295.00
YOUTH ACTIVITIES	\$50.00	\$80.00	\$100.00 plus key deposit \$295.00
FFA BANQUET	\$50.00	\$80.00	\$100.00 plus key deposit \$295.00
BOY & GIRL SCOUT	\$50.00	\$80.00	\$100.00 plus key deposit \$295.00

<u>MULTI-PURPOSE ROOM (GYM)</u>			
AUCTION	\$300.00	\$500.00	\$400.00 plus key deposit \$295.00
WEDDING	\$200.00	\$400.00	\$400.00 plus key deposit \$295.00
OTHER	\$200.00	\$400.00	\$400.00 plus key deposit \$295.00
KITCHEN w/Multi room	\$65.00	\$95.00	\$100.00 plus key \$85.00

NON-SCHOOL CLUB \$200.00 per event or season \$400.00
i.e. Club Basketball & Wrestling Maximum use is 4 months and 2 nights per week.
All rentals at the Non-School Club rate must have Village Board permission prior to the event.

The deposit for the rental is required to hold any reservations. **The rent is due no later than when the key is picked up.** You have 5 working days prior to the rental date to cancel and the rent and deposit will be refunded. If you cancel the rental without 5 working days notice, or if you reserve a room and do not cancel it before your rental date, the cost of the rental will be forfeited to the Village and taken from the deposit money if the rental fee has not been paid.

After the rental, your deposit will be refunded if inspection shows that there has been no physical damage to the Community Center property, tables and chairs have been cleaned and properly returned to the carriers, all refuse, including confetti, was picked up and put in proper receptacles with all recyclables rinsed and separated, the floor was swept and mopped in the gym, entry and bathrooms, and, if the Community Room was used, any equipment used, the countertop, tabletops, and sink were cleaned and the floor vacuumed. All bathrooms must be mopped & trashes emptied. If the renter does not complete any of the preceding, the Village expense to do it will be deducted from the deposit. If any damages are incurred greater than the deposit, the renter will be held liable for any additional costs.

**Please note: NO Tables or Chairs are to be removed from the Community Room.
ADULT SUPERVISION is required at all times when juveniles are present.**

A \$30 charge will be made for any check returned to the Village for non-sufficient funds. Setup will be allowed no sooner than the day before the rental date and cleanup should be finished on the day after the rental. Also, the building is to be closed by 1:00 am and therefore all rental activity must be finished by then.

The Community Center is kept locked so please call or leave a message on the Village answering machine at (608) 429-2349, by the Tuesday before your rental date to make arrangements for obtaining the rental key.

Signature _____ **Date** _____ **Phone #** _____

Print Name & Address _____

Rent Received: \$ _____ **Date Received:** _____ **Rental Date** _____

Deposit Received: \$ _____ **Date Received:** _____

Balance of \$ _____ **Due by** _____

KEY DEPOSIT WORK SHEET

Date of Rental: _____

Deposit Charge

Public Entrance Door Key

Replacement Keys	25	@	\$5.00	\$125.00
Replacement Cores	2	@	\$15.00	\$30.00
				\$155.00

Multi-purpose Room (Gym) Key

Replacement Keys	5	@	\$5.00	\$25.00
Replacement Cores	4	@	\$15.00	\$60.00
				\$85.00

Community Room Key

Replacement Keys	5	@	\$5.00	\$25.00
Replacement Cores	4	@	\$15.00	\$60.00
				\$85.00

Service Charge

\$55.00

Total Key Deposit

**I have read this form and understand that I am responsible for the keys.
If I lose or do not return the keys the Village will hold my deposit check.**

Assigned Keys:

Front Door Key #:

Front Door Hex Key:

Comm. Room Key #:

Gym Key #:

Gym Hex Key:

Print Name:

Signature:

Date: _____

Phone #: _____