

Town of Conover
4665 County Rd K East - P.O. Box 115
Conover, WI 54519
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Email: conoverclerk@gmail.com

TOWN OF CONOVER FACILITY USAGE AGREEMENT

FACILITY REQUESTED - CHECK FACILITY

Conover Park Rec Building w/kitchen up to 100 people
Conover Park Rec Building w/kitchen exceeding 100 people
Conover Park Open Air Pavilion
Conover Park Rec Building and Open-Air Pavilion
Conover Center Meeting Room
Conover Center Multipurpose Room/Gym w/kitchen w/table & chairs
Conover Center Multipurpose Room/Gym without kitchen
Conover Center Multipurpose Room/Gym without kitchen w/table & chairs

DATE(S) RESERVED

Date(s) Reserved: _____

Start Time: _____ End Time: _____

Number of additional days for setup or take down: _____

Describe in detail purpose of the rental and what will take place:

Will alcohol be served: _____

If the following box is checked [] a certificate of insurance shall be required with the Town of Conover listed as an additional insured and must be obtained in advance of the scheduled event.

FACILITY USAGE REQUESTED BY

Name:	Address:	City/State/Zip:
Email:	Phone:	Organization:

Driver's License

AGREEMENT CONDITIONS

RESERVATIONS:

Utilization of town facilities or park for public use for any activity requires execution of a Facility Usage Agreement. Usage will be granted on a first come, first served basis. A Facility Usage Agreement must be signed by the person reserving the facility and assuming responsibility for its use. A 24-hour notice is required to be given to the Town Clerk for any cancellation.

USAGE FEES & SECURITY DEPOSITS:

Payment of usage fees and security deposits are due when reservations are made unless other arrangements have been approved by the Town Clerk. Security deposits qualifying for refund will be refunded within four weeks after facility use. Usage rates and deposit fees may change from time to time and shall be as provided on the Community Building Fee Schedule.

BUILDING ACCESS:

Locked buildings may be accessed by keys. Keys will be issued at the time of usage. Keys must be returned to the Town Clerk within 48 hours after building usage.

USAGE RULES:

Age restriction: A person of at least 21 years of age shall be present and assume responsibility at any activity. The Town Board has the right to refuse any event or activity at their discretion.

Usage Hours: 6:15 a.m. to 9:45 p.m. Town facilities are closed from 10:00 p.m. to 6:00 a.m.

Damages: If damage or some other user caused problem is found in a facility after conclusion of a rental the person to whom the facility was rented will be held responsible for the damage or problem. All damages noticed by a user before usage of a facility are to be reported to the Town Clerk immediately.

Removal of furnishings: No furniture or equipment may be removed from a facility without prior approval of the Town Clerk.

Decorations: All decorations inside or out must be authorized by the Town Clerk and must be removed upon conclusion of rental. Decorations must not be attached with tacks or nails.

Smoking: Smoking is prohibited in the Conover Park Rec Building and the Conover Center. Smoking is restricted to outside the buildings and all debris must be placed in provided receptacles. Renter is responsible for cleaning up this litter.

Alcohol: No alcohol may be served to any individual under the age of 21 and the serving of any alcoholic beverage, must be in full compliance with Wisconsin State Statute Chapter 125 and Town of Conover Chapter 12 and Chapter 19, be indicated in the above rental description and be authorized by the Town Board or Town Clerk.

Unsatisfactory condition of facility after a rental or event: Users will be billed by the Town for missing facility contents, damages, or additional cleaning. Expenses incurred by the Town will be deducted from the security deposit and/or billed to the user.

Miscellaneous: Firework use is prohibited on Town of Conover properties per Town of Conover Chapter 9, Public Peace and Good Order.

HOLD HARMLESS: I agree that my use of any Town of Conover Facility is undertaken at my own risk and that the Town of Conover will not be liable for any claims, injuries or damages of whatever nature incurred by me, members of my organization or third parties due to my own negligence or the negligence of members of my organization or the negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the Town of Conover, its agents or employees from any claims, injuries or damages of whatever nature arising out of or connected with my use of any Town of Conover Facility. I also agree to reimburse the Town of Conover for any damage, breakage, maintenance, or cleanup costs arising out of my use of any Town of Conover facility.

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Signature of Responsible Party: _____ Date: _____

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Printed Name of Responsible Party: _____

Rental Fee: _____

Additional Days: _____

Security Deposit: _____

Total Funds Required: _____

Acceptance: _____

Signature of Town Representative: _____ Date: _____

TOWN OF CONOVER COMMUNITY BUILDING RENTAL CLEANING CHECKLIST

Cleaning must be completed upon conclusion of a rental or event or the following morning prior to the beginning of another rental or event with approval of the Town Clerk.

CLEANING:

1. Tables and chairs must be wiped cleaned after use and returned to storage racks or original locations.
2. Bathrooms must be left clean and free of litter.
3. All indoor or outdoor garbage/trash/recyclables must be bagged and removed.
4. All non-carpeted floors are to be swept/mopped.

KITCHEN USAGE:

1. Stoves: Stove tops, burner areas, ovens and burner grates must be cleaned with soap and water and/or another suitable cleaning agent.
2. Dishes: Wash and dry all dishes and return them to proper storage areas. Do not leave dishes, pots and pans, coffee urns etc. on countertop.
3. Sink, countertops, refrigerator, microwave, and floor: Clean and sanitize sinks and countertops. Clean and sanitize refrigerator interior and remove any items brought in by your event. Clean and sanitize interior of microwave. Sweep and mop floor.
4. Dish towels and paper towels are to be provided by the user. If the facility's dish towels are used, they are to be laundered and returned within 24 hours.

EXTERIOR:

1. Picnic tables must be wiped clean and returned to original locations.
2. Clean up any litter and all outdoor garbage/trash/recyclables must be bagged and removed.
3. All concrete areas must be swept clean.

LIGHTING: Building interior lights must be turned off upon conclusion of rental. There are some lights that are on a motion sensor and they do not need to be turned off.

LOCKING: Entrances and windows must be locked upon conclusion of rental. A \$50.00 fee will be assessed to the facility user if building or windows are left unlocked.

I agree to and understand the conditions and terms of the above Town of Conover Community Building Rental Cleaning Checklist.

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Signature of Responsible Party:

Date: