

# COMMUNITY CENTER Rental Agreement

## Town of Menasha Parks & Recreation Department

2000 Municipal Drive • Neenah, WI 54956  
 Phone (920) 720-7108 • Fax (920) 720-7113

**Community Center Address (No Mail Accepted) 1000 Valley Road • Menasha, WI 54952**

**OFFICE USE ONLY**

DEPOSIT PAID \_\_\_\_\_

RENTAL FEE PAID \_\_\_\_\_

RESERVATION TAKEN BY \_\_\_\_\_

RESIDENCY CHECKED \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Event Type: \_\_\_\_\_ Anticipated Group Size: \_\_\_\_\_

Person in Charge (Must be 21 years of age): \_\_\_\_\_

Company/Organization (If applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Daytime/Cell #: \_\_\_\_\_

Residency (Please Circle)      Town of Menasha      City of Menasha\*      Non-Resident

*Proper proof of identification is required to receive the resident rate, please see rental policies and regulations for more information.*

*\*City of Menasha residents qualify for Town of Menasha resident fees under a reciprocity agreement between the city and the town.*

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**(\*5 hour time periods must include set-up and clean-up time – please refer to rental policies & regulations)**

**The following rooms will be included in the rental agreement (please check):**

Badger Room     Robin Room     Maple Room (with kitchen)

Maple Room (without kitchen)     Robin & Maple

**COMMUNITY CENTER FEES**

ROOMS AVAILABLE FOR RENT	RESIDENT 5 HOURS	NON-RESIDENT 5 HOURS	RESIDENT FULL DAY	NON-RESIDENT FULL DAY	DAMAGE DEPOSIT
Badger Room	\$30	\$38	\$50	\$62	\$50
Maple Room (without kitchen)	\$45	\$56	\$80	\$100	\$50
Maple Room (with kitchen)	\$65	\$81	\$120	\$150	\$50
Robin Room	\$45	\$56	\$80	\$100	\$50
Robin Room & Maple Room Together	\$100	\$125	\$190	\$237	\$100

*\*A \$50 reservation/damage deposit will be charged for each individual room that is rented.*

*\*Non-profit organizations will be charged ½ of the normal Community Center fees, Monday through Thursday (proof of tax exempt status required). The reservation/damage deposit will be waived for all non-profit organizations. This does not apply on holidays.*

*I agree to abide by the rules set by the Town of Menasha Parks & Recreation Department and agree to save and hold harmless, and reimburse the Town of Menasha Parks & Recreation Department with respect to claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the Community Center facilities by the undersigned.*

*The preceding information is correct to the best of my knowledge. I have read the Town of Menasha Community Center Rental Policies & Regulations, found on the back side of this paper, and agree to abide by all regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that the Town of Menasha has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center facilities.*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Cancellation of reservations must be done 2 full weeks in advance by notifying the Parks & Recreation Office at 920-720-7108. Failure to do so will result in forfeiture of rental fee.**

**Town of Menasha Community Center • 1000 Valley Road • Menasha, WI 54952**



## TOWN OF MENASHA COMMUNITY CENTER RENTAL POLICIES & REGULATIONS

- **COMMUNITY CENTER USE:** The Community Center cannot be used for gatherings/activities that knowingly promote discriminatory/harassing behavior, derogatory to any individual/group, or be obscene/pornographic in nature or any other purpose which is illegal or against Town of Menasha ordinances.
- **COMMUNITY CENTER HOURS:** The Town of Menasha Community Center is available for rental between the hours of 7:30AM-10:00PM. Premises must be cleaned and vacated by 10:00PM or the ending time stated in this rental agreement. It is important to allow for set-up and clean-up time when deciding your hours of usage **because the rental fee is based on your total time at the Center.** The renter will forfeit their deposit if they are found to be at the facility other than during their scheduled time.
- **RENTAL FEES:** The rental fee varies by room selection and must be paid in full when picking up the keys. Non-profit organizations will be charged ½ of the normal Community Center fees on Monday – Thursday (proof of tax exempt status required). Non-profit rates do not apply on holidays.
- **RESIDENT RATE:** Residents of the Town of Menasha and City of Menasha must show proper proof of identification to receive the resident rate. This may include a driver's license, utility bill, tax bill, etc. If mailing in the rental form, a copy of identification is required.
- **RESERVATION/DAMAGE DEPOSIT:** A \$50 security/reservation deposit will be required to reserve a room at the Community Center. The deposit will be charged to all groups renting the facility for keys, equipment, damage, and/or clean up costs and will be refunded after the facility and/or equipment has been inspected by the Parks & Recreation Staff and found in good condition. The deposit will be refunded in the form of a check, 10-14 days following the event.
- **FALSE FIRE ALARM:** In the event that someone in your rental party pulls the fire alarm, a fee (approximately \$100) will be charged to the person in charge of the rental.
- **CANCELLATIONS:** If a cancellation is made at least two weeks prior to the scheduled event, the full reservation/damage deposit will be returned. If a cancellation is not made within two full weeks, the rental fee will be forfeited.
- **KEYS:** The person in charge of the rental will be issued a key to the main entrance and key(s) to the appropriate room(s) being rented. The key(s) may be picked up within two days of the rental date at the Parks & Recreation Office and should be returned to the same location the next business day. Office hours are Monday-Friday, 8:00AM-4:30PM.
- **DECORATING INFORMATION:** All decorations must be put up and taken down without damaging walls, woodwork, ceilings, or window furnishings. Decorating may not occur in any lobby areas. Nails, tacks, staples, and screws are prohibited. Lighted candles, dance wax or any other type of dancing compounds are not allowed. The lessee must remove decorations immediately following the event.
- **SET UP, CLEAN UP, & DAMAGE POLICY:** The renter is required to set up and take down all tables, chairs and personal equipment (unless prior arrangements are made with the Parks & Recreation Staff). The renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The Town of Menasha is not responsible for any equipment or other items left at the Community Center. Removal of Town Property from the facility is prohibited.
- **SMOKING AND ALCOHOLIC BEVERAGE POLICY:** Smoking is prohibited inside the building at all times. Alcoholic beverages are prohibited on the premises at all times. Glass containers are prohibited.
- **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Park Commission. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.
- **INSURANCE:** Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$1 million naming the Town of Menasha as an additional insured, prior to the scheduled event.

**IF YOU HAVE QUESTIONS CONCERNING ANYTHING ADDRESSED IN THIS CONTRACT,  
PLEASE CONTACT THE TOWN OF MENASHA PARKS & RECREATION DEPARTMENT AT 720-7108.**

**EVENING / WEEKEND ON-CALL PAGER NUMBER: (920) 616-0360**