

**CITY OF MUSKEGO PARKS & RECREATION DEPARTMENT**

**Old Town Hall  
Rental Application**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Organization Name (if one): \_\_\_\_\_

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

Time(s) Requested: \_\_\_\_\_

Type of Use: \_\_\_\_\_

Number of People: \_\_\_\_\_

**Old Town Hall Fees & Charges:**

Security Deposit (Required): \$250.00

Amount: \$ \_\_\_\_\_

Cleaning Fee (Required): \$50.00

Amount \$ \_\_\_\_\_

Beer Permit: \$0.00 Resident; \$10.00 Non-resident

Amount \$ \_\_\_\_\_

**Rental Rates for Maximum of 100 People:**

Resident: \_\_\_\_\_ \$100.00 for 4 hours (4 Hour Min.)

Amount: \$ \_\_\_\_\_

Non-Resident: \_\_\_\_\_ \$150.00 for 4 hours (4 Hour Min.)

Amount: \$ \_\_\_\_\_

Additional Rental Beyond 4 Hours: \_\_\_ hours @ \$25.00 per hour

Amount: \$ \_\_\_\_\_

Electrical Hookup (240V): \$10.00/Rental for Inflatable Toys

Amount: \$ \_\_\_\_\_

**Total Balance Due for Rental at time of application:**

**Amount: \$ \_\_\_\_\_**

Please indicate any equipment/supplies and quantities that will be brought on site by renter or by individuals on the renter's behalf: \_\_\_\_\_

Equipment Needed (*Set Up and Take Down Responsibility of User.*)

\_\_\_\_\_ Chairs \_\_\_\_\_ Tables

*User is responsible for cleaning tables and chairs before they are put away.*

*User is expected to take garbage to the outside dumpster.)*

**THE FRIDAY BEFORE THE EVENT, USER IS TO PICK UP THE FACILITY KEY FOR OPENING THE BUILDING available at the Parks & Recreation Department office M-F between 8:15 AM-4:15 PM).**

I have read and understand the facility usage stipulations and agree that our group will follow them. I will inform and explain the stipulations to all the guests and participants. I also understand that the City of Muskego Parks and Recreation Department and its employees will be held harmless for claims resulting from our use.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Method of Payment: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt # \_\_\_\_\_

Visa/MC #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Authorized Dept. Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Adopted by Parks and Recreation Board April 10, 2006.

**If there are facility maintenance problems during normal business hours, please contact the Parks and Recreation Department at 262-679-4108 and during non-business hours, please call Eric at 414-477-5362. If Eric cannot be reached, please call Peter at 262-370-5458 (cell).**

## OLD TOWN HALL RENTAL POLICY

The City of Muskego is the sole owner and operator of the Old Town Hall. No third party may rent, represent the rental opportunities or collect fees for the use of the facility. The Old Town Hall or adjacent parks shall not be by any individuals or organizations in which profit is to be gained, except as permitted by the Parks and Recreation Board.

Filing the Rental Application form does not automatically constitute approval of the facility, nor time requested. Please allow two full working days for approval. All requests will be reviewed and accepted based on Parks and Recreation Department policy, facility and staff availability

It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the City of Muskego and Parks and Recreation Board. Renters and their guests should cooperate with the Park Ranger. Should guests become unruly, the renter must assist the Park Ranger in performing his/her duties. Park Ranger is not on duty to help renters set up, clean up or assist with activities of the rental.

### Reservations:

1. The Old Town Hall is open to the public and intended for public use. No use will be deemed exclusive without proper paperwork and fees submitted to the Parks and Recreation Department.
2. All rental applications will be processed on a first come, first served basis. All fees and security deposits must be paid with the submittal of the rental application. A rental will only be confirmed when a rental application is filed and all fees and security deposits are paid.
3. Confirmed rental reservations for the Old Town Hall must be made a minimum of 14 day prior to the rental date request. Rental reservations will only be accepted during the current recreation program session.
4. The Parks and Recreation Department reserves the right to cancel or block out dates of availability for any Parks and Recreation Department programs or sponsored events. Any cancellations on the Parks and Recreation Department's behalf will result in a full refund to the renter.
5. Special use requests may be made to the Parks and Recreation Board in writing. Special use includes use of tents, music, etc. The Parks and Recreation Board has the right to approve or deny any special use requests at the Parks and Recreation Board's sole discretion. Any approved special use may be subject to additional fees and/or increased security deposit. Permission for bands and/or disc jockey must be obtained by written request from the Parks and Recreation Board. The volume of all bands and/or disc jockey must be kept at a decent level and the renter may be asked to turn the volume down.
6. The Parks and Recreation Department reserves the right to reject any rental it feels is not appropriate.
7. Renter filing request must be at least 21 years of age. For any function, sufficient, competent adult (21 years of age or older) supervision or chaperones must be provided by the renter. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.

### Cancellations:

1. Any cancellations by the renter after confirmation, but made less than 10 days of the scheduled event will result in the loss of rental fees, however the security deposit will be returned. Cancellations include decisions made on renter's behalf and inclement weather.

2. Non-conformance with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired and forfeiture of all rental monies paid.

#### Security Deposit/Certificate of Insurance:

1. Each group or individual making a rental application is financially responsible for the condition of the facility, and any damages will result in a complete or partial forfeiture of the security deposit, as well as, be responsible for any further damages over \$250.00.

2. The renter will be responsible to clean and police the facility and adjacent grounds, removing all refuse, litter, decorations or other items related to the rental that have accumulated as a result of the use. Failure to do so will result in a complete or partial forfeiture of the security deposit.

3. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

#### Facility Use:

1. It is understood that the renter and their guests will comply with all rules, stipulations, regulations and ordinances of the City of Muskego and the Parks and Recreation Board with use of this facility. All renters and their guests are expected to act in an orderly fashion, and are financially responsible for any damage occurring to the building, grounds or equipment.

2. City of Muskego and Parks and Recreation Board ordinances prohibit the serving or use of alcoholic beverages, without a valid beer permit.

3. No decorations or other items may be affixed to any permanent part of any facility or park amenities. This includes tape, nails, hooks or other types of fasteners. Use of any fasteners will automatically result in the forfeiture of the security deposit.

4. The facility rented must be left in the same condition as you found it. When you leave the facility, it must be clean so another group could use it after you. The renter will be responsible for all cleaning of tables, chairs, and will be expected to take out garbage. To facilitate clean up, the renter will be issued a key for the custodial room for access to water, a slop sink and extra toilet paper.

5. The department's outside cleaning service will not be cleaning the facility between hourly rentals during the same day.

6. The renter must provide the following and/or inform their caterer of these items: tablecloths for all tables

7. Serving food and drink must not be on the carpeted area..

#### Hours:

1. The rental agreement allows use of the requested facility during hours stated on the application. Set up and clean up time must be included in the hours listed on the application.

2. Facility use will be the time designated on the application. All renters who exceed their requested time will be charged an additional \$25.00. This amount will be deducted from the security deposit.

3. Park closing hour is 10:00 p.m. This means that the building must be completely cleared out by that time and all completed. Permission to extend the closing hour must be obtained from the Parks and Recreation Board. The Board meets the second Monday of the month and requests must be placed on the agenda one week prior to the meeting.

Exterior Electrical:

1. Electrical is available for the Old Town Hall, for inflatable toys, etc., however request must be made to the Parks and Recreation Board in writing and the fee paid. Power source is 200 amp, 240V.

All individuals and organizations renting or using City of Muskego Parks and Recreation Department's parks and/or facilities shall hold the City of Muskego Parks and Recreation Department harmless for any action or suit by any individual or individuals injured or occasioned by use of any City of Muskego Parks and Recreation Department's parks and/or facilities, or by any other individual or organization. Any deviation, violation or interpretation by the City of Muskego Parks and Recreation Department of any breach of the stipulations described in this document will result in the complete or partial forfeiture of the security deposit. If the breach at the Old Town Hall results in costs absorbed by the City of Muskego Parks and Recreation Department over the \$250.00 security deposit, the City of Muskego Parks and Recreation Department will collect these absorbed costs from the renter.

Adopted by Parks and Recreation Board April 10, 2006.