



TOWN OF WASHINGTON, EAU CLAIRE COUNTY, WISCONSIN

5750 Old Town Hall Road, Eau Claire WI 54701  
 (715)834-3257 or Fax (715)834-3325  
 townofwashington.wi.gov

**Reserved for Office Use**

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Exempt from Fee     Key Request Form Signed

COMMUNITY ROOM RENTAL AGREEMENT

<b>Date of Use:</b>		<b>Hours of Use:</b>	Including set-up/tear down time
<b>Contact Person:</b>		<b>Representing:</b>	
<b>Address:</b>		<b>Phone No:</b>	
<b>Email:</b>		<b>Key Pick-up:</b>	Date: _____ Time: _____
<b>Type of Event:</b>		<b>Approx. # of Attendees:</b>	

**Use:** The Town of Washington allows for our Meeting Room to be rented Monday-Friday between the hours of 8:00 a.m. and 9:00 p.m.

**Fees Per Day:**     2 hours or less - \$50     2 - 4 hours - \$75     More than 4 hours - \$200

**Conditions:** The Undersigned will comply with the following conditions

1. Payment must be made at time agreement is signed or at least one week prior to use.
2. If room use is after business hours, the Undersigned must pick up key during regular office hours prior to using.
3. No disturbing doors, windows, walls, or ceiling with tape, pins, tacks, nails, or adhesives. You will be charged for damages.
4. Sales of any kind are prohibited on Town property unless authorized by the Town Board.
5. During office hours, all those in attendance need to stay in the meeting room, in the east hallway or outside during breaks. No lingering or phone calls in front of the office area.
6. Parking is restricted to the blacktop areas only. Note: cannot use fire department reserved spaces.
7. Catered or prepared foods are allowed to be brought on site. The kitchen is not to be utilized for food preparation.
8. Place all trash in the proper receptacles, wash coffee pots and wipe up spills. Do not place liquid in trash receptacles.
9. Return tables and chairs as you found them and floors swept as needed.
10. Windows and doors must be closed and locked along with lights turned off before leaving. If issued a key, it must be placed in the designated key return location before leaving.
11. The premises must be returned to the same condition as when the use period commenced.
12. If the facility requires more than the normal clean-up time, you will be charged \$45 per hour for additional cleaning.
13. Damage to or missing equipment will be billed to you at current repair or replacement cost.
14. **Room occupancy may not exceed 100 people. Carpooling is strongly encouraged.**

The Undersigned agrees to be liable for all damage to the said premise and for all property damage and personal injury liability to any and all third persons arising out of the use of the premises under said permit. I further agree to indemnify and hold harmless the Town of Washington and its agents and employees for any liability arising out of the use of the said premises under this permit. If used outside of its intended use or for illegal activities, you will be subject to an additional fee of \$100 and/or possible legal action.

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

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_