

Village of Kekoskee Hall Rental

HALL RENTAL RULES

GENERAL INFORMATION

There will be **NO SMOKING** In the building. Building capacity is 100 people.

RENTAL FEES: RESIDENTS AND LAND OWNERS ONLY

One day.....\$ 50.00
Cleaning service..... \$50.00
Security deposit.....\$100.00
Key deposit..... \$100.00

Resident is defined as people living in the Village of Kekoskee.

Building deposits will be returned in full or in part depending on the condition of the building. If you fail to clean the building after your function, your security deposit will be deducted at a rate of \$25.00 per hour. We ask that you leave the building the way you found it. Decision on damage and the return of deposit is made by the Village Officers. If any damage exceeds deposit, you will be billed for the cost of repair. Building must be inspected within 24 hours after event. Lessee is responsible for building until inspection is completed and key returned.

The Village of Kekoskee, or any of its officers, agents, or employees will not be responsible for injuries, loss of or damage to personal property occurring as a result of your activity being conducted on Village of Kekoskee property.

Violation of any segment of this policy will be just cause for the denial of future reservation of this facility and the forfeiture of deposits made. Rowdy behavior or disturbances to the neighborhood adjacent to the Village Hall property will be just cause for immediate cancellation of the activity by the Dodge County Sheriff or Village Officials.

RESERVATIONS

Facilities may be reserved by contacting the Village Treasurer at 920-210-5442. Reservations can be made anytime in advance with a minimum 48 hours notice. Reservations are confirmed only when payment is made and a signed agreement is on file with the Village Treasurer. If a reservation is canceled, the refund is not returned until the facility is rented to another party on the canceled date.

DECORATING

Decorating is permitted upon approval of the Village Officials.

All decorations must conform to State and Municipal Fire Codes (Chapter 51.07, Department of Industry, Labor and Human Relations, Pgs 59-60, WI Admin. Code). Remember: Absolutely no nails or tacks in wall or woodwork.

CLEANING

All cleaning is to be done immediately after the conclusion of the event. Garbage bags will be furnished. All garbage accumulated will be removed by the lessee of the facility. New garbage bags will be placed in the containers.

If the \$50 is paid for cleaning, all garbage will be separated for recycling and placed in the proper containers. Any decorations must be taken down completely.

***** Note; Absolutely no nails or tacks or tape will be allowed on the wall or any other place in the building. Any nail or tack holes will result in the cost of repair or replacement to be deducted from the security deposit. Please treat our building like you would your home.

HOURS OF USE

Activities must be over by 1:00 a.m. and clean up must be complete as soon as possible after the event is over.

KEYS, LOCKS, AND LIGHTS

The renter is responsible for all keys in his/her possession. Keys may not be used by any unauthorized personnel.

All exit doors shall not be blocked off so as to impede traffic in case of emergency.

Lessee is responsible for turning off all lights and locking the doors.

INSURANCE

A copy of the cover page of your homeowner's insurance policy or an Insurance Certificate from your insurance company must be filed with the Treasurer at the time of the reservation.

If, in the opinion of the Village Officials, the activity requested implies any form of hazard, risk or liability, the permittee shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Kekoskee. Such insurance shall name the Village of Kekoskee as "Additional Insured" and shall specify that the Village shall receive ten (10) days prior notice in writing in the event of cancellation of the policy.

BUILDING FEATURES

80 chairs
12=8 ft. tables
1 Microwave
1 Double sink
1 Electric
stove
1 Refrigerator

TELEPHONE

Located in all purpose room, no long-distance calls.
Emergencies, dial 911

