

VILLAGE OF KEKOSKEE HALL RENTAL AGREEMENT

Village of Kekoskee contact: Treasurer Cindy Fredrick 920-210-5442

LESSEE: _____

PHONE NUMBER: _____

ADDRESS: _____

RENTAL DATE: _____

ATTENDING: _____

ACTIVITY: _____

BUILDING POLICIES AND PROCEDURES

1. The Lessee is responsible to pay for all damages to the building and may not assign, transfer, sublet, or charge a fee for the use of the facilities unless expressly approved in writing by a Village Official.

2. No smoking is permitted in the building.

3. Activities must be over by 1:00 a.m. and the building cleared by 2:30 a.m.

4. No nails, tacks or tape are allowed on the walls, woodwork, doors, or ceiling. No parking shall be allowed on grass areas or other areas designated by signs as "no parking".

5. No candles are allowed unless enclosed in glass.

6. If a reservation is cancelled within 60 days, the deposit is not refundable.

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

8. All garbage must be bagged at the end of your activity and removed by lessee. If you fail to clean the building, your deposit will be deducted at the rate of \$25.00 per hour (one hour minimum).

9. Keys must be turned in by the next business day and you must report any damage to a Village Official.

10. Proof of Insurance is required. Lessee shall furnish a copy of a Homeowners Insurance Policy, listing liability, in effect during the duration of the rental date. Lessee is responsible for insurance coverage of activities and occupants of the Hall and premises during the rental period.

11. Lessee agrees to indemnify and hold the Village of Kekoskee, its elected and appointed officers, employees, and agents harmless from and against all claims, liability, loss, and expenses, including reasonable attorney's fees and court costs, arising out of a negligent act, misconduct, or other fault of the lessee, lessee's guests or invitees in connection with the use/rental of Village facilities.

I certify by my signature that I have received, read and understand the conditions for the rental of the Village Hall, and agree to abide by the policies and procedures as stated on this form and attached copy of Village Hall Rental Regulations. I agree that failure to follow these policies will result in full or partial reduction of my security deposit. Separate checks for the following:

\$ _____	Rental fee paid (\$75.00 for one day)
\$ _____	Security deposit due (\$100.00 when key is picked up)
\$ _____	Key deposit (\$100.00)
\$ _____	Cleaning service (\$50.00) - Optional

Lessee Signature