

Room(s) Assigned:	_____
Deposit Fee (\$150) Collected:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room Fee (\$150) Collected:	\$ _____
By:	_____
Date:	_____

**Shullsburg Community
Townsend Center
Community Room and Senior Center Usage Application**
(please print)

Date(s) required: _____
Time(s) required: _____ (Time requested must include Applicant's room set up and clean up time.)
Purpose: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Food and/or beverages will be brought in

Name of Organization: _____

Purpose of Organization: _____

<u>Responsible Party Information</u>	
Name: _____	
Address: _____	
Home Phone # _____	Work Phone # _____
Cell Phone # _____	Email Address _____

Room(s) Requested: Community Room
 Senior Center
 Kitchen

<u>Release of Liability</u>	
<p>For and in consideration of the use of the Shullsburg Community Townsend Center Community Room, Senior Center or Kitchen our organization hereby agrees to indemnify and save harmless the City of Shullsburg, a Wisconsin Municipal Corporation, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization, and hereby agrees to reimburse the City of Shullsburg for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.</p>	
_____	_____
(Responsible Party Signature)	(date)

- A \$150 deposit is required to reserve the room and MUST be paid at the time the application is submitted.
- **Cancellation Policy- If cancellation is made 30 days or more before the reservation date, room fees and deposit will be returned in full. Fifty Percent (50%) of the deposit will be forfeited if the cancellation is made 15 to 30 days before the reservation date, any room fees already paid will be returned in full. One Hundred Percent (100%) of the deposit will be forfeited if cancellations are made 14 days or less before the reservation date unless unforeseen circumstances arise such as weather or family emergencies.**

Shullsburg Community Townsend Center Community Room & Senior Center Usage Policy

A. Room Application

All reservations for the use of the Community Room, Senior Center and Kitchen shall be made through the City Clerk-Treasurer's Office using the appropriate Application Form. Requests should be made a minimum of five (5) business days before the event. City functions shall take priority. Reservations shall be made on a first-come, first-served basis. **The reservation is not complete and the room will not be held until a signed reservation form and deposit are received by the clerk's office.**

B. Eligibility

Community Room, Senior Center & Kitchen shall be used only by:

- City of Shullsburg government entities
 - Federal, State and Local government entities
 - City of Shullsburg area civic groups whose efforts are directed to the civic welfare of the community
 - Nonprofit groups that are designated by the State of Wisconsin as having a tax-exempt status
 - Other area organizations that partner with the City to promote the community
 - Individuals - For the purpose of anniversary, retirement, birthday parties etc.
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- If an applicant does not qualify based on the above, the applicant may provide a written request to the City Clerk detailing their reason(s) for usage. The request will then be placed on a council meeting agenda for the Common Council's consideration.

The City of Shullsburg Common Council retains the right to refuse meeting room usage to any organization or individual, as it deems appropriate, necessary, and/or to be in the best interest of the City.

C. Responsible Party

In completing the Application Form, each organization or group must indicate a designated responsible party. Their responsibility shall include control of the groups using the room(s) and keeping the room(s) clean. Please notify the Clerk-Treasurer's Office if any wall, furniture or equipment damage is discovered. If the rules and regulations for using the facilities are not complied with, this member will be contacted.

D. Maintenance of Room(s)

The room(s) must be returned to their original condition after each use. If not in order when you arrive, please report this or any other conditions that are not as they should be to the Clerk-Treasurer's Office immediately.

The room(s) are in order when:

- Counters and tables are clean
- All food and supplies, which have been brought in, are removed
- Trash has been bagged, tied and removed
- Kitchen, if used, shall be returned to its original condition
- All tables, chairs and equipment returned to its original location
- Restrooms are returned to their original condition

Cleaning supplies, dishtowels, dish detergent, garbage bags, etc. must be brought with you. A vacuum cleaner is available in the Senior Center closet for you use.

E. Decorations

No decorations shall be hung from any ceiling, ceiling fan, wall or window in the facility.

F. Alcoholic Beverages and Tobacco

- **SHULLSBURG COMMUNITY TOWNSEND CENTER IS AN ALCOHOL-FREE AND TOBACCO-FREE FACILITY.**

Persons wishing to smoke must go out of the municipal building. Ashtray containers must be used to prevent smoking materials from being deposited onto city property.

G. Food & Beverages

Permission for serving food must be noted on the Application Form.

H. Chaperones

In the event of minors using the meeting room(s), there shall be at least two (2) chaperones present for every 25 minors. Adult chaperones must be in attendance during the entire event.

I. Behavior

Anyone using the facility or being on the premise of the Community Building and grounds shall be expected to exhibit proper behavior at all times. Failure to comply with the requirement may result in forfeiture of future use of the facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during normal working hours.

The community room, senior center and kitchen are checked frequently for wall, furniture and equipment damage. If your group discovers any damage or is responsible for any damage, notify the Clerk-Treasurer's Office immediately.

J. Room Accessibility

The community room, senior center and kitchen will be locked when not scheduled for use. Applicants are responsible for turning off lights (including the restrooms) and locking room doors and entrance doors. If the room(s) are scheduled when the City/Utility Office is not open, prior arrangements must be made with the Clerk-Treasurer's Office to obtain a key.

- **Senior Center and Kitchen are not available for use during the hours of 11:00 a.m. and 1:00 p.m. Monday – Friday.**

K. Heating & Cooling

Heating and air conditioning settings are pre-set and shall not be adjusted.

L. Restrooms and Emergency Exits

Handicap accessible restrooms are available in the Community Building. The two main facility entrances are handicap accessible. Emergency exits are clearly marked throughout the facility.

M. Telephone

Telephones located in the Community Room and Senior Center are for 911 use only.

N. Keys

Keys shall be available for pickup two (2) business days before the event. Keys must be returned to the Clerk-Treasurer's Office by 4:30 p.m. on the next business day after the event. Applicants may return the key by sealing it in an envelope and dropping it into the Utility Payment drop box located on Judgment Street in front of the Community Building. Keys cannot be returned by mail. **The person picking up the key will be asked to sign the key "out".**

Your deposit will be forfeited if key(s) are not returned and you will be responsible for the cost of re-keying the doors.

O. Cancellation Policy

If cancellations are made 30 days or more before the reservation date, room fees and deposit will be returned in full. Fifty Percent (50%) of the deposit will be forfeited if the cancellation is made 15 to 30 days before the reservation date, any room fees already paid will be returned in full. One Hundred Percent (100%) of the deposit will be forfeited if cancellations are made 14 days or less before the reservation date unless unforeseen circumstances arise such as weather or family emergencies.

P. Deposit & Room Fees

A **\$150 deposit** is required to reserve the community room, senior and kitchen and must be paid at the time the application is submitted. The deposit shall be in the form of a check. No cash will be accepted for the deposit. Personal checks will be accepted only from the "Responsible Party". The Deposit will be returned to the applicant within 30 days of the reservation date, upon the City's inspection of the room(s) and receipt of all keys issued. The City of Shullsburg shall have the right to retain any or all of the Deposit it deems necessary to cover the cost of clean-up and/or repairs.

A room usage fee of **\$150** must be paid prior to receiving the keys. Room fees help defray costs incurred by the city for the meeting rooms. The room usage fee payment shall be in the form of a personal check from the "Responsible Person", a cashier's check, money order, or cash.

Shullsburg Groups and organizations holding meetings in the Shullsburg Community Townsend Center are exempt from the fees, but are required to file an application for the use of the rooms for scheduling purposes. However, if such a group or organization requires the use of the community room, kitchen or senior center for a fund raiser or other community event the fees will apply and an application must be filed with the City Clerk/Treasurer to schedule the event.

The City of Shullsburg reserves the right to waive any or all deposits and/or room fees, as determined by the Shullsburg Common Council on a case-by-case basis.

Q. Comments & Suggestions

The City of Shullsburg Common Council's mission is to provide the community a pleasant atmosphere for meeting purposes. Your comments and suggestions would be appreciated.