



## **COMMUNITY ROOM RENTAL POLICY** **24455 3rd Street-Trempealeau, WI 54661** **(608) 534-6434**

The Village of Trempealeau Community Room at 24455 Third Street, Trempealeau WI 54661 is available by reservation for meetings, classes, or other events as a community service for community groups.

If the Community Room is to be used for events or meetings promoting products or services for personal profit, prior approval must be given. The Community Room may not serve as a gambling facility. Exceptions may be made on a case-by-case basis. The Village of Trempealeau reserves the right to approve or deny rental to any group.

### **Times Available and reservations:**

The Village of Trempealeau Community Room is available to rent on a first-come first-served basis. Reservations for the following year will be accepted after October 1<sup>st</sup> of the current year. The facility is not available for reservations during Catfish Days Weekend.

Rolling Reservations limited to 90 days renewable upon approval and coordination with competing groups. Preference may be given to fee-paying patrons.

### **Reservation Process:**

1. Check room availability by contacting the Village of Trempealeau office.
2. Complete and turn in a Rental Agreement form and payment to the Village of Trempealeau.
3. Village of Trempealeau staff will confirm dates and organize a time to pick up keys when approved (if needed).

### **Checks for fees and deposits should be made payable to the Village of Trempealeau.**

#### **1. Usage Fees:**

##### **Monday through Thursday:**

**Resident:** \$5/ hour, maximum fee of \$25/day.

**Non-Resident:** \$10/hour, maximum fee \$50/day

**Friday through Sunday: Resident:** \$50/day.

**Non-Resident:** fee \$100/day

**2. Cleaning Deposit:** \$200 paid separately to the use Fee.

**3. Key Deposit:** \$50 to be paid separately to the Village of Trempealeau

Waiving of fees is at the discretion of the Village of Trempealeau. Fees will be waived for non-profit Community Groups but a cleaning deposit may be required.

### **Amenities:**

200 chairs and banquet tables, catering kitchen and serving hatch, large refrigerator and microwave oven. Coffee Urns, Drink Cooler dispensers may be available to use. Renter is responsible for any sundry supplies such as dish soap, dish towels, serving ware and dishes.

### **Responsibilities:**

- Renter is responsible for any damage to the room or its contents.
- Please return the room to its original condition after use.
- Please use recycling containers in room for all recyclables.
- Be respectful of noise levels when using sound equipment or music.
- Children must be supervised in the Community Room.
- Event promotion is the responsibility of the renter.

### **Cancellations & Refunds:**

Please notify Village staff of cancellation as far in advance as possible. Refunds will be considered on a case-by-case basis.

# Village of Trempealeau Community Room Rental Agreement

Please fill out this form completely and fax, mail, email or return in person to the Village of Trempealeau Office located at 24455 3<sup>rd</sup> St., Trempealeau WI 54661 no less than one week in advance of your rental dates with appropriate fees.

Organization \_\_\_\_\_

Contact person \_\_\_\_\_

Contact phone \_\_\_\_\_ email \_\_\_\_\_

Date(s) you want to use the room \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_ (Please include your set-up and clean-up time.)

Briefly describe nature of your gathering/meeting(s) \_\_\_\_\_

Number of persons expected to attend \_\_\_\_\_

Will you be charging an admission fee for attendance? Y \_\_\_ N \_\_\_ If so, amount \$ \_\_\_\_\_

Contact person for registration \_\_\_\_\_ Telephone \_\_\_\_\_

By signing this agreement, I agree to hold The Village of Trempealeau harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the Village of Trempealeau Community Room or its contents during use or as a result of such use, and will bear the full cost of repair including replacement, if necessary. Thank you for your responsible use of the Community Room.

I agree to the conditions outlined in the Village of Trempealeau Community Room Rental Policy and Application/Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Usage Fee Paid (Amount and Date paid) \_\_\_\_\_

Cleaning Deposit Paid \_\_\_\_\_

Key Deposit Paid \_\_\_\_\_

Mailing Address: Village of Trempealeau, PO Box 247, Trempealeau WI 54661

Email: [info@trempealeauwi.com](mailto:info@trempealeauwi.com) Telephone: (608) 534-6434 ext. 101