

**COMMUNITY CENTER BUILDING AGREEMENT**

Name: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time Needed: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

\_\_\_\_\_

Phone Number: \_\_\_\_\_

I request the use of the Town of Maple Community Center on the above date and:

1. Will be responsible for the cleanliness and safety of the facility and its' occupants during the period of use, including removal of trash after event.
2. Will hire a constable to be present during the use of the facility whenever any alcohol is consumed.
3. Will be responsible for any charges resulting from long distance telephone charges made on town equipment.
4. Will decorate using only clear tape or mounting putty, such as Fun-Tac, on walls or ceiling. I will not use masking tape, duct tape, staples, tacks, nails or similar materials.
5. The board reserves the right to deny request for use of the facility.

I understand the charge for the use of the building is \$35.00 plus a **separate** deposit of \$30.00.

**Send two checks** each payable to "town of Maple – Treasurer". The check for the deposit will be returned to you after the facility is inspected and found in satisfactory condition.

**\*\*Return of your deposit fee will be delayed if you do not send two checks.\*\***

OUTDOOR SIGN BOARD is available to announce your event for an added fee of \$10.00. This fee may be added to the building use check. Sign space is limited and may be edited or modified by town staff. The board reserves the right to refuse the announcement.

Requested announcement: \_\_\_\_\_

KEY TO BUILDING is obtained by contacting Gary Saari at (716) 363-2625.

Return this form to as soon as possible with your building use payment and your deposit check to:

Dan Green, Treasurer  
10987 E Harju Rd  
Maple, WI 54854  
Phone: (218) 393-3263

<p>FOR TOWN USE:</p>   <p>Date Received</p>
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