

COMMUNITY CENTER RENTAL AGREEMENT

Name: \_\_\_\_\_ Date(s) Needed: \_\_\_\_\_

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

Phone #:

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

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 the 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 wall or ceiling (no masking tape, duct tape, staples, tacks, nails or similar materials).

*The board reserves the right to deny the request for use of the facility.*

I understand the charge for the use of the building is \$50 plus a separate refundable deposit of \$30.

Please send two (2) separate checks each payable to the "Town of Maple – Treasurer". The check for the deposit will be returned to you after the facility is inspected and found in satisfactory condition.

*\*\*Returning your deposit fee will be delayed if you do not send a separate check\*\**

An OUTDOOR SIGN BOARD is available to announce your event for an added fee of \$20. This fee may be added to the facility rental amount. 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 THE BUILDING is available at 3284 S. Colby Rd, Maple, WI 54854

*AFTER YOUR EVENT, PLEASE LOCK THE COMMUNITY CENTER AND RETURN THE KEY.*

Return this form as soon as possible with your separate payment and deposit checks to:

Tanya Colby, Treasurer  
3284 S. Colby Rd  
Maple, WI 54854