

Community Center Use Agreement

1. All youth groups – ages through 12th grade shall be chaperoned and properly supervised at a ratio of not more than 20 persons to one adult.
2. All breakage and damage of equipment, furnishings, and building, including the surrounding area, shall be the responsibility of the user; the cost of repairs or replacements shall be born by the user. This means, the organization or group of which a person is a member of, or the chairman of a private party, shall be responsible for the payment of damages. Please report all damage as soon as possible to the City Clerk-Treasurer at 715-265-4227.
3. You are responsible for the arranging of furniture for your event. Please return all furniture to its original location after your event.
4. Food and disposable food containers are the property of and for the use of the Nutrition Program only. You are to furnish your own food and paper supplies, dish soap, etc.
5. Utensils, dishes, pots, pans, etc. that are accessible can be used but must be cleaned and put back in their appropriate locations when done. Please do not leave in the sink or drying rack. Towels and dish cloths are available and should be left on the sink to dry when finished using. Stove, refrigerator and freezer are available. Dishwasher and steam table are not for public use.
6. General housekeeping to be done at the end of your event include:
 - Floors swept
 - Spills and snow/rain tracked in should be mopped
 - Tables wiped clean
 - Clean kitchen counters, stove, floors etc.
 - Dispose of waste and containers in appropriate receptacles and replace with new garbage bags if necessary. (Full bags of garbage should be placed in dumpster located outside the building. Full recycling bags shall be tied and left next to recycling bins)

Supplies can be found in the janitor's closet:

- Brooms and mops
- Toilet paper and paper towels for bathrooms
- Garbage bags (if there aren't extra in the bottoms of the garbage cans)

7. All doors must be locked after use and key returned to City Hall.

The applicant agrees to indemnify, save and hold free and harmless, Glenwood City, its officers, employees and agents from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which Glenwood City or its officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the Glenwood City Community Center, as provided herein.

Name of Group/Organization

Type of Activity

Date/s of use

Rental Fee per day: \$100.00 + tax = \$105.50

In order to maintain the Community Center for the enjoyment of all users, I have read and agree to the rules as stated above.

Contact Information of responsible party:

Name

Signature

Date: _____

Phone

Address