

Village of Kekoskee

HALL RENTAL RULES

GENERAL INFORMATION

There will be NO SMOKING In the building. Building capacity is 100 people.

RENTAL FEES: RESIDENTS AND LAND OWNERS ONLY

One day.....\$ 50.00
Security deposit.....\$100.00
Key deposit..... \$100.00

Resident is defined as people living in the Village of Kekoskee.

Building deposits will be returned in full or in part depending on the condition of the building. If you fail to clean the building after your function, your security deposit will be deducted at a rate of \$25.00 per hour. We ask that you leave the building the way you found it. Decision on damage and the return of deposit is made by the Village Officers. If any damage exceeds deposit, you will be billed for the cost of repair. Building will be inspected within 24 hours after event. Lessee is responsible for building until inspection is completed and key returned.

The Village of Kekoskee, or any of its officers, agents, or employees will not be responsible for injuries, loss of or damage to personal property occurring as a result of your activity being conducted on Village of Kekoskee property.

Violation of any segment of this policy will be just cause for the denial of future reservation of this facility and the forfeiture of deposits made. Rowdy behavior or disturbances to the neighborhood adjacent to the Village Hall property will be just cause for immediate cancellation of the activity by the Dodge County Sheriff or Village Officials.

RESERVATIONS

Facilities may be reserved by contacting the Village Treasurer at 387-4210. Reservations can be made anytime in advance with a minimum 48 hours notice. Reservations are confirmed only when payment is made and a signed agreement is on file with the Village Treasurer. If a reservation is canceled within 60 days of rental, the refund is not refundable.

DECORATING

Decorating is permitted upon approval of the Village Officials.

All decorations must conform to State and Municipal Fire Codes (Chapter 51.07, Department of Industry, Labor and Human Relations, Pgs 59-60, WI Admin. Code). Remember: Absolutely no nails or tacks in wall or woodwork. Only mounting squares for use on woodwork or painted surfaces.

CLEANING

All cleaning is to be done immediately after the conclusion of the event. Garbage bags will be furnished. All garbage accumulated will be removed by the lessee of the facility. New garbage bags will be placed in the containers.

Any decorations must be taken down completely.

***** Note; Absolutely no nails or tacks or tape will be allowed on the wall or any other place in the building. Any nail or tack holes will result in the cost of repair or replacement to be deducted from the security deposit. Please treat our building like you would your home.

HOURS OF USE

Activities must be over by 1:00 a.m. and clean up must be complete as soon as possible after the event is over.

KEYS, LOCKS, AND LIGHTS

The renter is responsible for all keys in his/her possession. Keys may not be used by any unauthorized personnel.

All exit doors shall not be blocked off so as to impede traffic in case of emergency.

Lessee is responsible for turning off all lights and locking the doors.

INSURANCE

A copy of the cover page of your homeowner's insurance policy or an Insurance Certificate from your insurance company must be filed with the Treasurer at the time of the reservation.

Renter agrees to indemnify and hold the Village of Kekoskee, its elected and appointed officers, employees, and agents harmless from and against all claims, liability, loss, and expenses, including reasonable attorney's fees and court costs, arising out of an negligent act, misconduct, or other fault of the lessee, lessee's guests or invitees in connection with the use/rental of Village facilities.

BUILDING FEATURES

100 chairs
12- 8 ft. tables
1 Microwave
1 Double sink
1 Electric stove
1 Refrigerator

TELEPHONE

Located in all purpose room, no long- distance calls.
Emergencies, dial 911

