

TOWN OF GOODMAN

506 MILL STREET

MUNICIPAL BUILDING: USE OF HALL, KITCHEN, AND CONFERENCE ROOM
APPLICATION FOR USE

APPLICANT INFORMATION

Name of Group or Individual _____

Contact Person _____

Address _____

Telephone Number _____

SCHEDULING INFORMATION:

Date of Requested Use _____ Hours of Requested Use _____

Purpose _____

Estimated Number of People _____

Setup Required (rectangular tables seat 8) _____

FACILITY REQUESTED

Small Conference Room

Community Room

Kitchen

LIABILITY AGREEMENT

I _____ on behalf of _____, hereby understand and agree that as the user/renter of a room, or rooms in the Goodman Community Center for whatever purpose, I assume any and all risk of injury to myself or others, and/or physical damage to any property belonging either to myself or to others, arising from, or as a result of, my use of premises of the Goodman Community Center, including any and all risk of prosecution, injury or property damage arising from the serving of liquor, alcoholic beverages, or fermented beverages. I, further agree that I will make no claim for damages or compensation whatsoever against the Town of Goodman, Board members, or Employees and I agree to indemnify and save the Town of Goodman, Board Members or Employees harmless of and from liability not due to their negligence for loss or damages of any kind; however sustained by me, my agents, employees, representatives or invitees.

I _____ hereby state that I have the authority to sign this Agreement on behalf of _____ and to bind such sponsors to such Agreement. By my signature I acknowledge the policies and procedures established by the Town of Goodman for the use of the facility, a copy of which are attached hereto and receipt of which is hereby acknowledged.

Event or Organization _____

By _____ Date _____

**TOWN OF GOODMAN
GOODMAN MUNICIPAL BUILDING
506 MILL STREET
GOODMAN, WISCONSIN 54125**

Guidelines For usage of the Goodman Municipal Building: Use of Community Room, Kitchen, or Conference room

The Goodman Municipal Building is available for community use by groups, organizations, and individuals. This policy establishes guidelines for usage. The Goodman Town Office approves usage of the Municipal Building.

USER AND FEE SCHEDULE

| GROUP | FEE |
|--|---|
| Government, Senior Activities | No Charge |
| GAC School District Non-Profit Organizations or Clubs | No Charge |
| GAC School District Individual Requests (i.e. Wedding, anniversary, shower, graduation) | \$75 (Main Hall & Kitchen) \$50 Hall Only |
| GAC School District For-Profit Groups | \$75 (Main Hall & Kitchen) \$50 Hall Only |
| Out of School District Non-Profit Groups/Individuals | \$75 (Main Hall & Kitchen) \$50 Hall Only |
| Out of School District For-Profit Groups | \$75 (Main Hall & Kitchen) \$50 Hall Only |
| Community Classes | No Charge |
| Kitchen Only (Not For Private Business) | \$40 |
| Conference Room | \$25 |
| Security Deposit Required With All Usage Charges | \$50 |

1. In addition to the facility's use fee presented above, all applicants must pay a security deposit, which will be held pending an "after-use" inspection of the facility. If the premises have been properly cleaned and maintained as provided in Section V the deposit will be refunded. However, should the Town be required to clean the facility, then the deposit will be retained as maintenance fee. The cost of any repairs that exceeds the deposit shall be the responsibility of the applicant.
2. All groups, organizations or individuals on a no charge status will lose that status if premises have not been properly maintained after use.
3. The Town of Goodman reserves the right to refuse the use of the facility to any group or individual who has not complied with these regulations in the past.

I. AVAILABILITY (ALL EVENTS MUST BE SCHEDULED)

1. All events must be scheduled with the Town Clerk.
2. Town sponsored programs or meetings including nutrition site programming shall have priority use of the Municipal Building.
3. For-Profit activities are allowed at the discretion and direction of the Town Board.
4. Recurring activities (weekly, bi-weekly, monthly) must be scheduled in advance with the Town Clerk.
5. Your intended hours of usage must be made available to the Town Clerk for scheduling purposes and notice given of any cancellations of prescheduled meetings.

II. ALCOHOLIC BEVERAGES

1. Bona-fide clubs and organizations that wish to serve alcoholic beverages at a **public gathering** must apply for a Picnic License from the town of Goodman.
2. Private events do not require an alcohol license. The event must not be open to the public and no costs or fees can be charged to the attendees.
3. A security deposit will be charged whenever alcoholic beverages are served. Damages in excess of the security deposit will be billed to the individual or group using or renting the center.

III. DECORATIONS

1. Candles in a semi-enclosed container (such as a votive) may be used if carefully monitored.
2. Nails, tacks, or staples may not be driven into any walls, ceilings, floors or woodwork of the center.
3. Colored crepe paper may be used if the color does not bleed. Any additional cleaning costs due to dye stains will be charged to the user.
4. The user must remove decorations before leaving the center.

IV. GENERAL PROVISIONS

1. **NO SMOKING IS PERMITTED IN BUILDING** (A container is provided on the Mill Street entrance to the hall for cigarette butts).
2. The inside and outside of the Community Center should be as clean as the way it was when you arrived. This includes the bathrooms
3. Set up and take down of tables, chairs shall be done by Town personnel only. Meet with Town personnel for set up arrangements. When moving tables lift, **do not slide**.

4. Key may be picked up from Town Clerk on day before reservation and must be returned the next business day after usage.
5. **The individual or group using or renting the center is responsible for the actions of their guests or members while in the center or on the grounds. Children should be monitored at all times. No playing in bathrooms or halls.**

V. CLEANING RULES

1. All kitchen utensils must be washed, sanitized, dried and returned to the proper storage areas.
2. Appliances including refrigerator, stove (oven, burners, grill) must be scoured and wiped clean after every use.
3. All food spills must be removed and washed clean, this includes but is not limited to cabinets, refrigerators stoves and ovens.
4. Sinks must be cleaned and wiped dry.
5. Counter tops and tables must be protected with hot pads when serving hot dishes. Counter tops and tables must be cleaned and wiped dry following use.
6. Kitchen, main room, halls and bathrooms must be swept following use.
7. All garbage must be in plastic bags and placed in dumpster on east side of building(bank side-use side door of main hall).
8. All recyclables must be placed in plastic bags and placed in cans on east side of building (bank side-use side door of main hall).
9. No Town of Goodman property is to be removed from the building.
10. Clean up must be within 12 hours of the rented date or before 9 A.M. the following day if another use is scheduled for that day.