

AMUNDSON COMMUNITY CENTER - USAGE REQUEST APPLICATION

Please return to 200 Spring St., PO Box 99, Cambridge, WI 53523.

Phone: (608) 423-3712 Fax: (608) 423-3916

APPLICANT NAME OR ORGANIZATION			
Contact Name:			
Address:			
Phone:			
EVENT			
Date(s) of Event:			
Event Start and End Times:		Start:	End:
Room(s) Applying for:		<input type="checkbox"/> Community	<input type="checkbox"/> Senior <input type="checkbox"/> Kitchen
Describe What Room Will be Used For:			
Number of participants expected:			
Setup Required (be specific): Standard setup is 10 rectangle tables/60 chairs			
<input type="checkbox"/> Rectangle Tables # needed:		26 are available	Please specify if you require a different setup. A \$20 additional charge will be required.
<input type="checkbox"/>			
<input type="checkbox"/> Chairs # needed:		150 are available	
<input type="checkbox"/> DESCRIBE YOUR GROUP		2 HOURS OR LESS	HOURLY/ALL DAY
<input type="checkbox"/> Group 1: Government, Senior or Library Activities		No Charge	No Charge
<input type="checkbox"/> Group 2: Community Non-Profit Organizations or Clubs		One time	\$10 Annual fee per organization
<input type="checkbox"/> Group 3: Community Individual Request (i.e. wedding, anniversary)		\$10	\$20 / \$200 max (after first two hours)
<input type="checkbox"/> Group 4: Community For-Profit Group / Business		\$25 total	\$25 / \$250 max (after first two hours)
<input type="checkbox"/> Group 5: Out-of-Community Non-Profit Group or Individual		\$20 total	\$20 / \$200 max (after first two hours)
<input type="checkbox"/> Group 6: Out-of-Community For Profit Group		\$30 total	\$40 / \$400 max (after first two hours)
<input type="checkbox"/> Classes / regular meetings – Non accredited		\$20 per session or quarter	
<input type="checkbox"/> Classes – Accredited		\$4.50 / hour	
MULTI DAY EVENTS			
First day		Regular Special Events Charge	
Each additional day		\$50/day	
<input checked="" type="checkbox"/> Security Deposit – REQUIRED FOR ALL		\$250 (Returnable)	
<input type="checkbox"/> Kitchen Fee		\$50 flat	
NOTE: After hours charges will apply to any of the groups or activities at \$10 per open or close (including non-profit groups).			

AGREEMENT

I, representing the above renter, have reviewed the attached rules and understand them. Certain terms above are defined in the rules. I also understand that damages in excess of the security deposit are the responsibility of both the organization and me. The rental fee is due the date I sign this contract and is not refundable. The security deposit is due 7 to 10 days prior to the event. Checks given for payment will be cashed; any returned checks will cancel this contract.

SIGNATURE _____

DATE _____

Total Fee Due: \$ _____ + **Security Deposit:** \$250.00

Please make payable to Village of Cambridge. Please pay by two separate checks.

FOR OFFICE USE ONLY

Date Application Received:		
Group Number:	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six	
Fees Payment Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check #
Security Deposit Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check #
Security Deposit <u>REFUNDED</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Insurance Certificate Received (if needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed, Completed Agreement Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approved <input type="checkbox"/> By: <input type="checkbox"/> Denied		
	<u>Reason for Denial:</u> <input type="checkbox"/> Scheduling Conflict <input type="checkbox"/> Withdrawn by Applicant <input type="checkbox"/> Contract Not Received <input type="checkbox"/> Payment Not Received <input type="checkbox"/> Insurance Certificate Not Received <input type="checkbox"/> Other	
Route:	<input type="checkbox"/> Custodian <input type="checkbox"/> Calendar <input type="checkbox"/> Library	

Fee:	_____	+	_____	+	_____	=	_____
	<i>Room Fee</i>		<i>Other Charges/ Discount</i>		<i>Staff Hours @ \$10 / hour</i>		Total Charge

POLICY FOR USAGE OF THE AMUNDSON COMMUNITY CENTER Village of Cambridge

The Amundson Community Center is available for community use by groups, organizations and individuals. This policy establishes guidelines for usage. Usage of the Center is approved by the Administrator/Clerk/Treasurer's office.

WHO MAY USE THE CENTER

Community organizations or individuals that reside within the Cambridge School District. Organizations may be non-profit or for-profit.

Non-community organizations or individuals that reside outside the Cambridge School District. Organizations may be non-profit or for-profit.

Use of the Amundson Community Center is a privilege – not a right. It is the policy to encourage and accommodate use of the center as much as possible, but charges may be applied to help keep the building clean and maintained. Availability of the center does not guarantee the right to use it. All contracts may be reviewed by the Village of Cambridge Board of Trustees.

ALCOHOLIC BEVERAGES

- Bona-fide clubs and organizations that wish to serve alcoholic beverages at a **public** gathering must apply for a Picnic License from the Village of Cambridge.
- 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.
- Only beer, wine and fermented malt beverages may be served.
- Renters must provide and use their own cups for serving alcohol.
- 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.

DECORATIONS

- Candles in a semi-enclosed container (such as a votive) may be used if carefully monitored.
- Nails, tacks, screws or staples may not be driven into any walls, ceilings, floors or woodwork of the center. Acceptable fasteners and hooks can be provided by the center on request.
- Colored crepe paper may be used if it the color does not bleed. Any additional cleaning costs due to dye stains may be charged to the user.
- Decorations must be removed by the user before leaving the center.

BEHAVIOR

- 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.

ROOMS AVAILABLE

	Capacity	Dimensions	Area
Kitchen			
Community Room	250	~ 38' by 52'	~ 2,152 sq. ft.
Senior Room	20	20' by 23'	460 sq. ft.

- Groups larger than the room's safe capacity will not be accommodated.
- Only those premises scheduled will be available for use.
- An additional charge of \$5-20/hour may be charged for events that occur outside of normal center hours.
- If more than one group wishes to rent the room on the same day for a co-sponsored activity, both must sign agreements. The room fee, security deposit and custodial charges will be split evenly between the two groups, although any after-hours charges may be charged to the group that makes that request.

MISCELLANEOUS

- The center is not responsible for lost or damaged personal property.
- A soda machine is available on the grounds for use by individuals and groups at their own expense.
- No smoking is allowed at the Amundson Community Center. Smoking is allowed only at the north or south far ends of the lower level parking lot.
- All sidewalks and parking areas must be kept accessible to center users.

CLEAN-UP EXPECTATIONS

- Amundson Community Center staff will set up and put away tables and chairs.
- Users must put all trash into bags, which will be provided by the center. Take all trash to the dumpster area at the south end of parking lot near the community room exit doors.
- Tables must be wiped down. Cloths and a bucket will be provided.
- The floor must be swept. A broom and dustpan will be provided.
- If the room and grounds (if applicable) are not cleaned and restored to its original condition to the satisfaction of the center's custodian, a \$20 per hour clean up fee will be invoiced back to the group.
- Any damages will be charged back to the user and/or security deposit retained in whole or in part.

Liability Agreement

I, _____ on behalf of _____,
hereby understand and agree that as the user/renter of a room, or rooms in the **Amundson 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 **Amundson 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 Village of Cambridge, its Officers, Board Members, or Employees, and I agree to indemnify and save the Village of Cambridge, its Officers, Board Members or Employees, harmless of and from any 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.

(Event or Organization)

By: _____

Date: _____