

City of Mondovi
Roger Marten Community Center
User Agreement Conditions

Persons or organizations using or leasing the community center at 120 S. Franklin St. are responsible for the conduct of their members and guests. In the case of damage by the group, such damages shall be paid for by the persons or organizations using/leasing the building, furniture, fixtures, and equipment. If any damage is incurred, the user will be charged accordingly to repay or repair the damaged item(s) to original conditions. Payment must be made immediately on demand. All areas of the community center must be left clean and in order for the next user. **The City of Mondovi will not be held responsible for accidents, injuries, losses or damages of any kind.**

Scheduling arrangements are made through Mondovi City Hall (156 S. Franklin St. / Phone 715-926-3866) on a first come, first serve basis, determined by a signed user agreement, deposit, and fee (if required).

RULES:

- User must sign out a key at City Hall on the day of the event or on the Friday before a weekend event. City Hall hours are Mon. and Fri., 8am – 5pm; Tue., Wed., and Thurs., 7am – 5:30pm. After the event, drop the key in the mail slot located to the left of the door at City Hall.
- Users are responsible to take their garbage with them. Items left behind will result in loss of security deposit.
- All doors and windows must be closed and secured when the building is vacated.
- All floors must be cleaned (swept and mopped if necessary).
- Set up and returning the facility to the original condition after use is the user's responsibility.
- No alcoholic beverages are allowed on the premises.
- No smoking is allowed in the community center.
- Staple guns, nails and tacks are not allowed for decorating or any other purposes. Only masking tape may be used for decorating, but must be completely removed.
- Maximum capacity for the community center is 288 for auditorium seating and 192 for dining. Exceeding these limits is prohibited.
- The piano must not be removed without permission of the Senior Director.
- The kitchen is a serving kitchen only. All food must be catered or prepared prior to being brought to the community center.

FEES:

- \$100.00 per Event. (No fee for non-profit or community service organizations with council approval.)
Plus
- \$60.00 Refundable Deposit. (This is paid separately and will be returned with satisfactory inspection of the facility after the event.)
- \$50.00 per hour for any clean-up services or if needed following an event with unsatisfactory inspection to bring facility to original condition.

City of Mondovi
 Roger Marten Community Center
 User Agreement

Nature of Event: _____ Event Date: ____ / ____ / ____

Name: _____

Address: _____ City _____

Phone No. _____ Expected Attendance: _____

Hours Needed: from _____ to _____ (include preparation and clean-up time)

Is your group a non-profit or community service organization? Yes No

Will food and/or beverages be served? Yes No

Is Clean-up help needed? Yes No

User Fee (\$100): \$ _____

Deposit (\$60): \$ _____

Community center reservation will not be final without payment of appropriate fees and this signed agreement by the person (over the age of 18) who will be present and in charge of the event. By signing below, user acknowledges and agrees to all terms of the "User Agreement Conditions" attached.

 Signature of User / Group Representative _____
 Date

 Community Center Representative – City of Mondovi _____
 Date

<i>Office Use Only:</i>			
<u>Deposit</u>		<u>User Fee</u>	
Date: _____	\$ _____	Date: _____	\$ _____
Receipt # _____	Ck# _____	Receipt # _____	Ck# _____
.....			
Deposit Refund:			
Date: _____		Amount: \$ _____	