

MAUSTON COMMUNITY ROOM RESERVATION FORM

**\$50 Deposit Per Reservation Form (Add'l Fees May Apply) Make check/s payable to: City of Mauston
Reservations are not final until fee is paid. Contact City Hall to verify availability 608-847-6676**

Event Title		Date*	
*If this is a Recurring Event, attach additional sheet including dates and times. Maximum 12-months advance reservation. Only One Deposit is required per Reservation Form. If Deposit is forfeited for any reason, a new deposit will be required.			
Est. # Attendees		Event Description	
Food/Beverages Included	<input type="checkbox"/> Y <input type="checkbox"/> N		
Weekend Event (Sat or Sun)	<input type="checkbox"/> Y <input type="checkbox"/> N		
Is Applicant a Resident of the City of Mauston?	<input type="checkbox"/> Y <input type="checkbox"/> N	Deposit & Fees	Recurring Event? <input type="checkbox"/> Y <input type="checkbox"/> N Info Attached? <input type="checkbox"/> Y <input type="checkbox"/> N
Set Up Start Time	<input type="checkbox"/> A <input type="checkbox"/> P	Deposit \$50	Receipt # _____ (office use: book receipt)
Event Start Time	<input type="checkbox"/> A <input type="checkbox"/> P	Fee: Non-Resident \$50	Receipt # _____ (office use: WH receipt)
Event End Time	<input type="checkbox"/> A <input type="checkbox"/> P	Fee: Sat. or Sun. \$50	
Clean Up End Time	<input type="checkbox"/> A <input type="checkbox"/> P	Total Due	If paying by check please issue two checks. One for the deposit and one for the fees.
CONTACT/ORGANIZATION INFO			
Phone #1	Org. Name		
	Contact Name		
Phone #2	Contact Address		
	Org. Address (If different)		

ACKNOWLEDGEMENT I certify that the information contained in this application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the City of Mauston Community Room Rental Policy. I agree to be responsible for any damage to the facility that occurs during the reservation times indicated above.

Signature of Applicant

Printed Name

Date

Community Room Rental Policy Summary

Complete Policy posted in Community Room and at www.mauston.com Printed copy available upon request

- The Community Room is available to non-profit, civic, social, cultural, educational, and governmental agencies and organizations. It is also available as an alternative location for family events typically held indoors.
- User is responsible for providing reasonable accommodations for persons with disabilities as per ADA.
- Reservations are not confirmed until the rental fee is paid and the request is approved by authorized city staff
- In case of emergency, the City may cancel reservation without notice. Other unforeseen events may require cancellation or relocation of reservation. Rental fee will be returned if cancellation is initiated by City
- User is responsible for supplies, specialized equipment, etc. to be used
- User is responsible for all costs associated with damages incurred during reservation time period
- User is responsible for any property removed without the consent of authorized city personnel.
- User is responsible to complete and submit Room Reservation Checklist. Checklist will be provided when this application is submitted.
- User is responsible for completing all applicable housekeeping items identified on Room Reservation Checklist
- Prohibited Events or Activities revenue generating; illegal activities; user may not discriminate against attendees if the event/activity is open to the public; no entry fees may be charged; no alcohol; no open flames; no smoking; no animals except certified service animals.
- User indemnifies and holds harmless the City of Mauston against any and all claims, actions, or causes of action, whether relating to personal injury or loss or damage of property that results from the use of City facilities.

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Signature of Applicant _____ Printed Name _____ Date _____
 Use this checklist to record the condition of the Community Room when you arrived (At Arrival) & to record cleanup tasks completed before leaving (After Event). Use the lower section to record comments. Place completed form in the night deposit slot outside the main door of City Hall or slide under glass at front counter.

Kitchen	Description	At Arrival	After Event	Custodian Review
	all food & supplies brought in are to be removed	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	wipe down all counter tops	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	remove all trash & recyclables	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	sweep floor & wipe up any spills/spots	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	clean all appliance surfaces used including inside fridge, microwave, & stove	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
Bathroom	pick up all paper products & place in trash cans	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	make sure all toilets are flushed	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	turn off lights	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
Main Room	tables, chairs & equipment returned to original location. (Normal setup is large rectangle of 4 tables in the center of the room, chairs placed neatly around the outside of the rectangle) Excess chairs stacked neatly along wall	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
	vacuum any visible debris	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

Issues to Report or Other Comments

To Custodian

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	turn off lights	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
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	vacuum any visible debris	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

Issues to Report or Other Comments

To Applicant w/attachment

7) DAMAGES

a) Damage to City Property and/or Equipment

User shall take only such action as is reasonably necessary to stop or contain damage and record details of the incident and action taken by user on the Room Reservation Checklist.

If the situation is an emergency that endangers life or property, call 911. The 911 dispatcher will contact the appropriate agency or city official.

Completed Room Reservation Checklist is to be placed in the night deposit slot outside the main door of City Hall.

b) Damage Expenses

Users are responsible for costs associated with damage to the facility, equipment, or furnishings beyond normal wear and tear as well as necessary cleaning, repair and/or replacement services.

Correspondence and invoices will be directed to the person/organization listed as contact on the reservation form.

The City of Mauston will make arrangements for services to restore damaged areas, equipment, or furnishings. Payment is due within 30 days of invoice date.

Users who submit an NSF check will be contacted and expected to pay in cash immediately, plus a \$20 service fee.

Non-payment of invoices will result in loss of the privilege of using the Community Room.

8) HOUSEKEEPING

Users are responsible to insure that the facility is in the same condition after event as it was before event.

User is responsible to complete the Room Reservation Checklist and place it in the night deposit slot outside the main door of City Hall.

The building is never to be left unattended or unlocked.

User is to report any damage to City-owned articles of furniture and equipment on the Room Reservation Checklist.

Any cleanup staff is required to complete will result in a minimum \$25 fee.

All refuse and recyclable material generated by user is to be taken with the user at the completion of the event.

Trash cans are to be emptied and re-lined with plastic trash bags (a replacement bag will be in the bottom of each trash can)

Any key issued to the user may be dropped in the night deposit slot outside the main door of City Hall, or returned in person on the next business day.

c) Kitchen

All food and supplies brought in must be removed Wipe down all counter tops

Remove all trash and recyclables Sweep floor and wipe up any spills/spots

Clean all appliance surfaces used – including inside refrigerator, microwave, and stove

d) Bathroom

Pick up any paper products and place in trash cans Make sure all toilets are flushed

Turn off lights

e) Main Room

Users are responsible for setup before the event and cleanup after the event. Custodial assistance is not available for users of the Community Room.

Tables, chairs and equipment are to be returned to their original locations. (Normal setup is a large rectangle of four tables in the center of the room; chairs placed neatly around the outside of the rectangle. Excess chairs should be stacked neatly along the walls.)

Vacuum any visible debris

Heating and/or air conditioning controls are preset and should not be manually adjusted. Problems with heat/air conditioning should be recorded on the Room Reservation Checklist.