

RENTAL POLICY
Village of Pewamo
Community Center

CAPACITY OF COMMUNITY CENTER: Tables and Chairs for 80

107 – According to fire Regulations

RENTAL INFORMATION

- Renter must be 21 years or older.
- NO SMOKING is allowed in the Community Center.
- Reservations must be made on Tuesdays from 10:00 a.m. to noon at the Village Office ONLY.
- Facilities are rented on a first-come basis. Rentals will not be booked more than one year prior to the reservation date requested.
- Reservations must be made in person and damage deposit and completed Rental Agreement is required to confirm the reservation.
 - Text will not be accepted.
 - Messages left by voicemail or email will not be accepted.
- Reservation of the facility may be made by a damage deposit of \$100.00 (which is refundable if cancellation is made more than 30 days before scheduled event). The remainder of the rental cost must be paid two weeks in advance of the event. The damage deposit check will be destroyed or returned within 30 days after the event provided no damage or loss of property has occurred.
- Rental is for 8:00 a.m. until 12:00 midnight on the day of rental.
- LIABILITY INSURANCE - The Renter must provide a Certificate of Liability Insurance coverage to the Village of Pewamo prior to their rental of the Community Center. Typically, this is provided by insurance provider at no cost.

GENERAL RESPONSIBILITIES OF RENTER

- The chairs and tables are not to leave the Community Center.
 - Chairs and tables cannot be placed in the hallway, blocking access by emergency personnel.
- The Community Center must be vacated by guests no later than 12:00 midnight and by the renter no later than 1:00 a.m.
- Entrance doors must be locked, lights turned off, and thermostat reset (60 for heat/80 for air conditioning).
- Keys must be left in the drop box of the Village of Pewamo Village Office.
- **Cleaning**
 1. Renter must clean the premises according to specifications of the clean-up checklist, which is hanging in the cleaning supply room. If the Community Center is not properly cleaned, the damage deposit will not be refunded.
 2. All trash should be bagged and removed from the facility.
 3. All non-village items should be removed from premises.
 4. The renter shall be responsible for any breakage or damage to equipment or other village properties. The cost of any breakage/damage will be deducted from the damage deposit.
- **Decorations**
 1. All decorating will be done on the day of rental unless prior arrangements are made.
 2. Decorations may not be attached by the use of nails, screws, staples, or tape to the lights, ceiling, or walls.
 - a. DECORATIONS HUNG ON THE WALL WILL RESULT IN THE LOSS OF THE DAMAGE DEPOSIT.
 3. Decorating must be done in accordance with above rules or the loss of the damage deposit could result.

SAFETY AND SECURITY

- **GUESTS PARKING MUST NOT BLOCK THE USE OF ANY OVERHEAD DOORS OR DRIVEWAYS.**
- **GUESTS MAY NOT ENTER AREAS OF THE FIRE/RESCUE BUILDING WHICH ARE RESTRICTED FOR AUTHORIZED PERSONNEL ONLY AND CLEARLY MARKED OR INDICATED BY LOCKED DOORS.**
- Village of Pewamo is not responsible for any lost or stolen article, nor for any damage/theft resulting from the use of the building or parking lot. Nor is the aforementioned responsible for lost or stolen articles possessed by the renter and/or his/her guests during the use of the facilities.
- The renter herein agrees to pay for all damages to Village of Pewamo property caused by the renter and/or his/her guests and party during the time and on the date of the rental.
- Entrances and exits from the building are not to be blocked by tables, decorations, or vehicles.

MISCELLANEOUS

- Any breach of the above policies and regulations, which are part of this contract, shall empower the Village of Pewamo Council to terminate this agreement or to close the rented premises immediately and without reimbursement.

COMMUNITY CENTER INVENTORY

10 - 5' Round Tables

80 Chairs

Garbage Cans & Liners

Cleaning Supplies: Dry Dust Mop, Mop, Mop Pail, Broom, Dust Pan, Vacuum, Pail

Revised

12/12/23