

**CITY OF MARKESAN
RESERVATION FORM**

Name/Organization renting: _____

Reason for use: _____

Responsible person: _____

Address of responsible person: _____

Phone: _____ Alternate Phone: _____

Date Requested: _____ Time Requested: _____

Space Requested (**Please circle**). Fees are based on resident/non-resident status:

City Hall		S&S - Big Building (\$60/\$85)	S&S - Scout Cabin (\$60/\$85)
Community Room (\$35/\$60)	Including Kitchen (add \$15)	Hein Park (No Chrg/\$25)	Kiwanis Park (No Chrg/\$25)

A security deposit of \$100 (separate check) is required for all rentals when key is picked up

Rental Agreement

In consideration for the use of the above requested City of Markesan facilities, I hereby agree to the following:

- Rental fees are payable with this Rental Agreement to the City of Markesan. Security deposits may be paid with the Agreement, or when I pick up the key. No reservation will be "held" without payment of appropriate fees.
- Cancellations more than 14 days prior to the reservation will receive a refund of the fees, less a \$15 processing charge. Cancellations less than 14 days prior to the reservation will not be refunded. Cancellations prior to the original date may be transferred to another available day at no charge.
- Keys are to be picked up at the Clerk-Treasurer's Office the day of the event or the Thursday or Friday prior for a weekend event. I understand no one may be available to provide a key outside of regular office hours, and failure to pick up the key during the designated times may mean I will be unable to access the facility. **If** a City employee is available to provide a key outside of office hours, there is an additional \$25 charge to cover overtime.
- I understand I am fully responsible for any damages caused by myself or my guests to City property. I shall forfeit \$40 of my security deposit if proper cleaning is not completed, or more if there is any damage to City property or excessive cleaning required. I also understand that such costs in excess of the security deposit will be billed to me.
- The City of Markesan, its officers, agencies or employees, will not be responsible for injuries, loss of or damage to personal property occurring as a result of my activity being conducted on City of Markesan property. In addition, I agree to hold the City of Markesan harmless from any and all actions and/or suits relating to my use of such property.
- Violation of any rental guidelines and/or Municipal Codes by me or my guests will be just cause for termination of this rental agreement, immediate removal of those individuals associated with the use of the facilities and the possible denial of future reservation of City facilities.
- IN ADDITION TO THE ABOVE, I ACKNOWLEDGE RECEIPT OF, UNDERSTANDING AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS STATED IN THE RENTAL GUIDELINES. (see reverse)

Signature of individual

Date

Print Name

FOR OFFICE USE ONLY

Amt. of Rental _____ Amt. of Deposit _____ Cleaning/Damage Charges _____

Date Received _____ Date Received _____ Notes: _____

CITY OF MARKESAN RENTAL GUIDELINES

- ABSOLUTELY NO SMOKING OR TABACCO USE IS ALLOWED INSIDE THE BUILDINGS.
- Facilities are to be cleaned up and restored to the original condition when finished. A “Checklist for Cleanup & Inspection“ will be provided when you pick up the key. Any tables or other items that were moved should be returned to their original location. Failure to complete the items on the cleaning checklist will result in a \$40 charge against the security deposit, or, in the case of organizations granted free use, loss of free use in the future.
- Access and use of designated facilities is limited to the space reserved. Unauthorized access to other areas of the building or grounds may result in loss of security deposit, and other legal ramifications.
- Equipment and property of the City shall not be removed from the building or grounds.
- Driving on the sidewalk or grassed area of Soldier’s and Sailor’s Park is prohibited, unless prior permission has been granted.
- Persons lingering in the building or on the grounds shall be the responsibility of the assigned responsible person and closing time shall be time when all persons associated with the use have left the facilities. The parks close at 10:00pm, and the Community Center closes at midnight (12:00am).
- The assigned responsible person is responsible for oversight of the building and facilities used. All rental groups must provide proper supervision to maintain order and prevent damage or loss of City property.
- City use of facilities takes priority, and the outside use of City property shall not interfere with any City function or purpose. In emergency situation, the City reserves the right to cancel a reservation if the space is needed for an emergency purpose.
- The key should be returned promptly when the activity is completed. If the Clerk-Treasurer’s Office is closed, keys may be deposited in the drop box to the left of the outside main entrance at City Hall.
- All exit doors shall remain free of obstruction, so as not to impede traffic in case of an emergency.
- If your event includes the sale or giving away of alcohol as part of a business or charitable venture, additional State laws apply and a license may be required. Please consult with the City Clerk-Treasurer at least three weeks prior to a City Council meeting for approval.
- Rental Fee Exception: The City may grant limited free use to public service organizations which perform public services, such as civic groups, when custodial and other services are not required and when no additional City funds are used to subsidize meetings. Though free use is granted in those situations, a security deposit will still need to be paid.
- Multi-use rates available on a case by case basis. Inquire at City Hall.