

APPLICATION FOR COMMUNITY USE OF VILLAGE FACILITIES

Any person or organization intending to rent the fairground buildings or other park grounds must submit their rental agreement and payments at least fifteen (15) days prior to using the facilities. This will be handled the same as the Class B Picnic License, requiring approval by the Village Board.

Name of Renter or Organization: _____

Activity: _____

Date of Use ___/___/___ Circle **ALL** Days: FRI. SAT. SUN. MON. TUES. WED. THURS.

Time of Use: From _____ *AM/PM* To _____ *AM/PM*

Facility to be Used: **FAIRGROUNDS** and/or **BUILDINGS**, **MUNICIPAL BLDG.**, **PARKS**

Type of Event: Thrift Sale Ball Game Wedding Reunion Concert

Non-Profit: Civic Church Charity Other: _____

Brief Description of activity: _____

THE RENTER OR ORGANIZATION AGREES TO THE FOLLOWING RULES:

- 1.) The individual listed as renter must be a minimum of 21 years of age and will be responsible for the rules, supervision and proper conduct of all persons using the facility.
- 2.) The renter shall be responsible for damage, loss, and/or breakage of Village property.
- 3.) All property belonging to the activity must be removed at the close of the event, **including garbage.**
- 4.) Any property belonging to the Village shall not be removed from the premises.
- 5.) Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Village of Colfax, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the Village of Colfax, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the Village Facilities as provided herein.

Individual responsible _____

Date _____

Address _____

Phone number _____

Phone Number for Weekend Contact _____

Form of Identification _____

Village Clerk or Deputy Clerk _____

Date _____

USE OF VILLAGE FACILITIES

Municipal Building
Fairgrounds and/or Buildings
Ball fields and other Parks

General Policy

Village Facilities belong to the residents of Colfax and we encourage the use of these facilities. Nonprofit organizations connected with the Village may use these facilities without charge. The \$100.00 Security Deposit is still applicable and will be refunded upon satisfactory inspection of the premises. We appreciate the contributions made to the Village by these nonprofit groups.

When a youth activity is scheduled, the reservation must be made in the name of an adult at least 21 years of age. Please provide the Village with the names and telephone numbers of those adults over the age of 21 who will act as chaperones.

INDIVIDUALS MAY NOT BORROW VILLAGE PROPERTY.

Fees:

The following fee schedule will be used:

Fairgrounds/Other Park Grounds-\$30.00 per day payable with application plus a \$100.00 security deposit (separate check due when pick up key).
Fairground buildings-\$30.00 per day payable with application plus a \$100.00 security deposit (separate check due when pick up key).
Camping-\$5.00 per unit per night payable with application.

Security deposits will be returned after satisfactory inspection of the premises. The facilities must be "broom clean"; bring your own brooms, they are not provided.

Fees and deposits are paid at the Village Clerk's office a minimum of fifteen (15) days prior to using the facilities. One form of picture identification and telephone number are required. Payment is to be made with the reservations, any deposit is to be paid when the key to the facility is obtained from the Village Hall. A 24-hour cancellation notice prior to the event is required in order to assure the return of any monies paid.

Conditions of Use:

The individual listed as the renter must be 21-years of age and will be held responsible for the adherence to the rules and proper conduct of all persons using the facility. The renter will be billed for any missing items and/or any damage to village property. Prior to the reservation, the renter will be made aware of the condition of the building and contents.

All property belonging to the renter must be removed at the close of the activity, **including garbage.**

If decorations are used, they must be temporary and must be installed and removed during the rental period.

With the exception of the Colfax Free Fair and the Colfax Firemen's Ball, all live music must end at 12:00 midnight.

The Village may require the renter to provide a Certificate of Insurance which will name the Village of Colfax as an additional insured, and shall provide adequate liability and property damage coverage for the event.

The Village shall not be responsible for the loss, theft, removal, or damage to personal property, nor for personal injury resulting from the conduct of any activities.

Portable toilet facilities are the financial responsibility of the group requiring the use of such toilet facilities.

If alcoholic beverages are served, sold, given away, paid for by ticket sales, cost of meal, donations, etc., a Class B Picnic License is required. The application, submitted by a legally formed organization, must be filed with the Colfax Village Clerk's office no less than 15-days prior to consideration for granting by the Colfax Village Board. The regular meetings are held on the second and fourth Mondays of the month. There will be no provision for a special meeting to consider the application.

Not Permitted

Nudity
Drugs
Violence
Animal Sports
Alcohol w/o permit
Fireworks w/o permit
Open Fire w/o permit

Camping

Overnight camping is not allowed without prior consent and fee payment. Fees may be paid and permission granted by the Village Clerk's office during regular business hours or from the Colfax Police Department personnel at other times. This includes camping at Stewart Park.

Fairgrounds

All barns and buildings must be left free of manure and other debris.

We reserve the right to refuse rental of village facilities, if in the opinion of the Village Board, the rental is not in the best interest of the Village of Colfax.

Return of Security Deposit

Upon satisfactory inspection after each renter or organization's use of the facilities, the \$100.00 security deposit check will be returned. If Village personnel are required for additional cleanup or trash removal for the individual, group, or organization, the security deposit will be maintained by the Village Board.

The Colfax Village Board reserves the right to wave any of the guidelines in this document.

THE COLFAX VILLAGE BOARD
P.O. Box 417
Colfax, WI 54730-0417
715-962-3311

Name of Renter or Organization: _____

Date of Use ___/___/___

Lower Portion To Be Completed by Village of Colfax

DATE KEYS RETURNED: ___ / ___ / ___

Date Inspection Completed _____ **Satisfactory** **YES** **NO**

___/___/___ Police: _____

___/___/___ Parks Chair: _____

Please explain any "NO" answer below. Thank you.

Deposit Refunded ___/___/___

Deposit Retained ___/___/___