

# TOWN OF WOODRUFF FACILITIES RENTAL AGREEMENT

Today's Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Room(s) Renting: Community Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Conference Room \_\_\_\_\_

Request Date: \_\_\_\_\_ Time of Event \_\_\_\_\_ to \_\_\_\_\_

Rent amount: \_\_\_\_\_ Cash / Check # \_\_\_\_\_

Renter's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

Driver's License: \_\_\_\_\_

*Residents' rates apply to immediate family members.*

Woodruff Facility Rental Fee Schedule				
Conference room 20 max	Large room Up to 50 people	Large room 50 or more people	Large room Weekend package*	Large room Weekday package*
<b>Resident</b>				
15	50	200	500	300
<b>Non resident</b>				
30	125	300	600	400

\*Packages are from noon the first day until noon the third day

- If two events occur simultaneously and both parties wish to use the kitchen, preference will be given to the person(s) renting the community room (large room).
- The community room cannot be occupied beyond 12 a.m. (midnight).
- Alcohol is allowed to be served but cannot be sold.
- The rental rates and rental policies may be re-evaluated by the town board at least once a year.
- Different rates may be negotiated with the town clerk.
- No refunds will be issued in the event the renter is a no-show or has canceled within seven days leading up to the event, with some circumstantial exceptions determined by the clerk.

Effective February 2025

*The renter hereby agrees to the following conditions:*

**DECORATING:** NO TAPES OF ANY KIND can be attached to any painted surface or ceiling tiles to anchor decorations.

**CLEANING THE BUILDING:** Must bring own towels and wash cloths. Clean after the function by sweeping and mopping. We expect the building to be in the same condition or better in which you found it before the function.

**KITCHEN USE:** Floors, counters, refrigerator, ovens and tops of stoves must be cleaned. All personal property must be removed prior to returning the keys. All floors must be cleaned to original condition.

**TRASH:** You must supply your own extra-large black garbage bags and trash must be placed in dumpsters by the parking lot. Grounds outside must be picked up.

**CHAIRS AND TABLES:** Renter is responsible for setting up chairs and tables. After activity, wash tables and chairs replacing them in the storage carts in the storage room. Failure to comply will result in forfeiture of security deposit. DO NOT DRAG TABLES OR CHAIRS OR ANYTHING ELSE ACROSS THE FLOOR.

**SMOKING:** No smoking in the building as mandated by Federal Law.

**PARKING:** All vehicles must be parked in designated parking areas. *NEVER park in driveways/fire lanes nor in front of the fire station/town shop or police department garage.*

**ASSIGNMENT:** Tenant cannot assign this rental agreement to another party.

**PROHIBITION AGAINST HAZARDOUS MATERIAL:** Tenant shall not cause or permit any hazardous material including, but not limited to any solid, liquid, vapor, soot, fumes, acids or waste to be brought on the premises.

**USE OF PREMISES:** Tenant shall use the facility only for lawful purposes.

**INDEMNIFICATION AND HOLD HARMLESS:** Tenant agrees to indemnify and hold the Town of Woodruff harmless from any and all claims and causes of action (including costs and expenses in defending such claims and causes of action) arising from any negligent act, negligent omission, or intentional offense in the use of the premises resulting in damage, injury or death by tenant or tenant's agents, invitees, or guests occurring during the term of this rental agreement.

**PROCEDURE:** Rental fee must be submitted at the time of the rental request. In the event of any damage to the property, the replacement or damage cost will be deducted from the security deposit and the balance refunded. If damage exceeds deposit, amount will be billed and signed party will be responsible.

**KEYS:** The keys may be obtained Monday through Friday, 9 a.m.-2 p.m. as close to the event as possible and returned in the same manner. Rental is responsible for a re-keying charge in the case of lost keys.

I understand that I will be responsible for payment of cleaning charges and/or damage repair charges in the event the venue has been left in an unsatisfactory condition.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Town Representative

\_\_\_\_\_  
Inspected by

\_\_\_\_\_  
Date

**CONTACT/MAILING INFO:**  
Town of Woodruff  
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Woodruff, WI 54568  
Phone: 715-356-9421