

# GALLOWAY COMMUNITY CENTER RENTAL AGREEMENT

203340 State Highway 49, Galloway, WI 54499 ~ 715-454-6750

Payment in the form of two checks made out to Galloway Community Center is required: one for the rental cost dated with today's date and one for the deposit dated with the event date. When your event is done and the center has been inspected, the deposit check will be used if needed, returned in full or destroyed by your request (see bottom of agreement).

A personal code of your choice will be used to unlock the doors.

A message on the sign out front is included with each rental. Please see below for directions.

Please note minimal supplies are available such as utensils, dish cloths and towels, tablecloths, etc.

Toilet paper and paper towels for the bathrooms are provided as well as minimal garbage bags.

**Park hours are 8 am to midnight.**

**Please check one box, 1-6, and 7 if it applies.**

**Every Rental includes set up and cleanup – only choose ONE day if all can be completed in ONE day.**

## Rental of BOTH the Center and Shelter

√		RENTAL COST	DEPOSIT
	1. ONE day (set up and clean up the same day)	\$200	\$200
	2. TWO days	\$300	\$200
	3. THREE days	\$500	\$200

## Rental of EITHER the Center OR the Shelter – Please circle appropriate one

	4. ONE day (set up and clean up the same day)-Circle one: <i>Center - Shelter</i>	\$100	\$200
	5. TWO days - Circle one: <i>Center - Shelter</i>	\$200	\$200
	6. THREE days - Circle one: <i>Center - Shelter</i>	\$300	\$200

	7. Microphone - Available upon request with rental of the Center only		\$250
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A sound system is available with the rental of the Center. Bring your cell phone or MP3 player with music – the aux cord can be found in the kitchen near the light switches. The power switch and volume control are in the water heater cabinet to the left of the kitchen sink.

**To receive a full refund of your deposit the following conditions must be met:**

1. Kitchen sink, countertops, tables, chairs, restroom sinks, toilets, toilet seats, and urinals are cleaned.
2. Floors swept and mopped. Do not leave mops in buckets.
3. Do not leave garbage in cans or on the grounds. You may dispose all trash into dumpster behind Galloway garage.
4. All decorations must be taken down. No tape left on walls or posts.
5. Put all things back where they were originally found – tables, chairs, utensils, etc.

Brooms, mops/buckets, and cleaning supplies are available in the utility room across from the bathrooms.

*I have read and understand the contents of the rental agreement and under these terms: take full responsibility for the condition of the building and grounds during the specified contract period. I also understand I am responsible for the **cleaning, repairs, and/or replacing** of any property missing or damaged during rental of the facility. If not, the deposit or a portion of the deposit will be kept for those costs **including time spent emptying garbage cans.***

**Purpose of Rental:** \_\_\_\_\_

**Message for sign:** Please call/text Tracy – 715-252-6942 – with message ONE week before your event

**Rental Date(s):** \_\_\_\_\_ **Total Fee + Deposit Included:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**4-digit lock code used at the back door of the community center and/or the door of the shelter.**

**I give permission to destroy the deposit check if nothing is withheld for cleaning, repairs, etc.**

Make and retain one copy for your records and return the original to:  
GCC, Trisha Grezenski, 500 E Grand Ave, Rosholt, WI 54473

For Office use only: Date received: _____
Check # _____ and Check # _____
Date and Amt of Deposit Returned: _____