



VILLAGE OF FONTANA
VILLAGE HALL ROOM RENTAL APPLICATION



VILLAGE HALL PHONE: (262) 275-6136
VILLAGE HALL FAX: (262) 275-8088
VILLAGE HALL EMAIL ADDRESS: villageclerk@vi.fontana.wi.gov

Applicant Name ("User"): _____ Email Address: _____

Name of Organization: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Event: _____ Start time: _____ End time: _____ Number of Attendees: _____

Requested time to have Village Hall meeting room unlocked for event: _____
This is the time the User assumes responsibility for the Village Hall meeting room. The Village Hall meeting room may not be left unattended at any time once the rental time has begun.

Table with 2 columns: Description, Fee. Rows include Village of Fontana Resident - Village Hall Meeting Room Weekday (Mon-Fri) Rental at \$100.00 and Village of Fontana Resident - Village Hall Meeting Room Weekend (Saturday) Rental at \$200.00.

All rental fees are charged per event per day. The Village of Fontana Meeting Room is only available during regularly scheduled office hours for both weekday and weekend rentals. Rental deposits are due at the time of the reservation.

FOR OFFICE USE ONLY:

Reservation Fee: \$ _____ Date Paid: _____ Check/CC #: _____

Receipt #: _____

Rental Approved By: _____ Date: _____

CC: Police Department: _____ DPW: _____ Staff: _____

[] Event Added to Village Calendar Staff Initials: _____

**VILLAGE OF
FONTANA
VILLAGE HALL
MEETING ROOM
RENTAL AGREEMENT**

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Please read through each of the items below. Initial each line to signify that you have read the rule. If you have any questions, please ask.

_____ The Village Hall Meeting Room opens at 8 a.m. and closes at 4:00 p.m. (unless renting during the Village of Fontana's Summer Saturday hours which allows for rentals between 10:00 a.m. and 12:00 p.m.)

Completion of the Village Hall Meeting Room Rental

_____ The User is to inform the staff at the Village Hall when they are done using the meeting room and only after cleaning and restoring the room to its original condition.

Smoking, Food, & Alcoholic Beverages

_____ The Village Hall Meeting Room is an alcohol, tobacco, and drug free environment. Any evidence of consumption of alcohol, drugs, or tobacco products can result in potential legal action. Smoking is not allowed in any public building.

_____ The Village Hall Meeting Room also prohibits any food or drink during any rental period.

Damages

_____ User shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fees will be determined by the number of hours required to clean or fix any damage and property replacement costs.

Other

_____ Cancellations within 7 days before the event will not be refunded.

_____ Parking is only allowed in designated parking areas.

_____ The User shall be solely responsible for any violation of the Village of Fontana Meeting Room Use Policy, Application, and Rental Agreement. Any violation of the Policy, Application, or Agreement, depending on its severity, may result in the forfeiture of the damage deposit, cancellation of the event, removal from the premises during the event, a prohibition from future rentals, and/or further legalaction.

_____ The User agrees to remit said rental fee, to be responsible for any damage to property or items stolen, and to comply with the following stipulated requirements:

The User has read and understands the Village of Fontana Meeting Room Use Policy, Application, and Rental Agreement. If the damage expenses exceed the damage deposit, the Village of Fontana will bill the User the difference. The User agrees to follow stated policies and any instructions given by the Village officials in charge of the facility at the time of use. The Village of Fontana, their employees or agents, and any volunteers or organizations associated with the activity at this facility will not be held responsible for any personal injury or loss that may occur in conjunction with the activity. The User further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. Business and Public events may be required to provide a certificate of insurance per the Village of Fontana Meeting Room Use Policy.

Date: _____

User Signature

Payment of rental fee required when submitting Village Hall Meeting Room Rental Application.

**VILLAGE OF
FONTANA
MEETING ROOM
FACILITY CHECKLIST**

The following is a list of items that need attention after each rental event. Staff/Users should use this form as a guide to keep facilities clean. Please also see picture below for how room condition should be restored to after Village Board Meeting room use is completed.

	Post-Event Inspection
Tables: Wiped Down (no stains or sticky surfaces); Restore to original location	
Chairs: Wiped Down (no stains or sticky surfaces); Restore to original location	
Thermostat: Reset to 72 degrees	
Wall Surfaces: No markings, stains, scuffs, holes	
Bathrooms: stalls checked; no debris on floor; no markings, stains, scuffs on walls, stalls, or floor	
Windows: must be closed and secured	

