

## 2010 Columbus Area Senior Center Rental Application

125 N. Dickason Boulevard; Columbus, WI 53925

(920) 623-5918

The undersigned individual or group hereby makes application to rent the Columbus Area Senior Center facility according to the requirements and conditions set forth.

NAME OF USER or ORGANIZATION: \_\_\_\_\_

CONTACT PERSON (if different than above): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ NUMBER OF PEOPLE AT EVENT: \_\_\_\_\_

DATE & TIME FACILITY REQUESTED: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

### **Circle or Highlight the appropriate Rental Category:**

#### **Businesses & Private Groups**

Meeting Room Only (4 hours or less) \$50/half day (plus \$30 security deposit)  
(more than 4 hours) \$75/day (plus \$30 security deposit)

Kitchen & Meeting Room (4 hours or less) \$75/half day (plus \$30 security deposit)  
(more than 4 hours) \$100/day (plus \$30 security deposit)

#### **Non-Profit Organizations** *(must provide copy of non-profit certification upon request)*

##### **Week Night Annual Usage Fee for Meeting Room Only**

(4 hour maximum time frame per use. More than 4 hours will count as 2 rental time units.)

1-6 week nights per calendar year \$20 (plus \$30 security deposit)

7-12 week nights per calendar year \$40 (plus \$30 security deposit)

13-24 week nights per calendar year \$60 (plus \$30 security deposit)

25-52 week nights per calendar year \$100 (plus \$30 security deposit)

Each additional week night over 52 will be charged at \$10/use.

##### **Weekend Non-Profit Rate for Meeting Room Only**

4 hours or less \$10/use (plus \$30 security deposit)

More than 4 hours \$20/day (plus \$30 security deposit)

**Use of Kitchen (kitchen may be locked if not reserved)** Additional \$15/use

#### **Use of 8' Folding Tables (offsite):**

\$5/table/day or \$10/table/weekend (Friday pick-up, Monday return)

(\$10 security deposit per table)

**RELEASE OF LIABILITY**

In consideration of the permission granted to use the requested city property, the undersigned discharges and releases the City of Columbus, Wisconsin, from all claims, demands or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on the listed rental dates. The undersigned also has received and agreed to the rental agreement policies and the policy on inappropriate behavior.

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**Signature of Renter** **Date**

**Approved By**(senior center director)/**Date:** \_\_\_\_\_

*Office Use Only*

SECURITY DEPOSIT (\$30) \_\_\_\_\_ RENTAL FEE \_\_\_\_\_

TOTAL PAID \_\_\_\_\_ DATE: \_\_\_\_\_

REFUND REQUESTED DATE \_\_\_\_\_ PO Number \_\_\_\_\_

AMOUNT \_\_\_\_\_ ACCT. NO. 100-474720

## **COLUMBUS AREA SENIOR CENTER FACILITY APPLICATION AND RENTAL AGREEMENT**

The following are the requirements and conditions for rental of the facility:

1. A \$30.00 security deposit is expected, which will be refunded if the building is in an acceptable condition after the event. The security deposit will be held at the City Hall if the group uses the building on a regular basis.
2. Non Profit organizations must provide certification of non-profit status if requested.
3. If a group wishes to have their rental fee waived or reduced, they may submit a request letter to the Senior Center Director by the first Monday of the month prior to your event.
4. Permission to use the Senior Center is at the discretion of the Senior Center Director.
5. The facility will be rented and used only during permitted hours. Private functions will not be allowed during the Center's operating hours, which are 8:00 am to 4:00 PM Monday thru Friday.
6. City functions have priority over all other events.
7. The City of Columbus or its designee reserves the right to cancel, reschedule, or relocate a previously approved use of facilities request to accommodate unanticipated circumstances.
8. The tables, chairs, and other furnishings must be returned to their original location on the premises. Remove garbage and sweep floor.
9. Persons responsible on the behalf of the renting organization must be 21 years of age or older.
10. No alcoholic beverages may be consumed on the premises. Smoking is prohibited.
11. The application for rental must be submitted to and approved by the Senior Center Director. If approved, the rent must be paid at least one week prior to the indicated date and time of use. If the reservation is cancelled more than 24 hours in advance, the Senior Center Director may, at his/her discretion, grant a full or partial refund.
12. All checks are to be made payable to the Columbus Area Senior Center.
13. The renter(s) shall be responsible for damage to any property in the rental area and/or for any injuries that might be sustained by any members of the party during the gathering, or as a result thereof.
14. Light Switches for the main room are located near the kitchen under the fire extinguisher.
15. Kitchen Rental includes use of utensils, coffee makers, oven, sinks and dish sanitizer.
16. Follow guidelines listed on Policy of Inappropriate Behavior

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