



## **Community Building Rental 9362 County Road G, Suring, WI 54174**

1. The applicant agrees to be responsible for the behavior and actions of themselves and their guests. Anyone creating a disturbance or damage to the building may be removed from the premises and barred from future use.
2. Lessee must be present for the release of the keys and is responsible for ALL DAMAGES.
3. Keys to the building are picked up and dropped off at the building via the Event Coordinator. The Event Coordinator will meet you back at the building for pick up.
4. All functions can start at 10am must end by 10:00 PM, unless otherwise agreed upon.
5. Cleanup must be completed by 10:00 AM the next day, and key returned.
6. In order for a deposit refund the building must be free from any damage and clean.
7. The building must be cleaned in accordance with the provided checklist.
8. Any damage to the building will be referred to the KLSC Board of Directors for resolution.
9. All decorations must be free standing. No stapling, nailing, or other attaching to the walls or ceiling that could damage the walls, paint, floors, tables, chairs, etc. unless you use 3M Command Hangers which can be easily removed.
10. Any cooking in the building must be done with Renter supplied equipment, personal crockpots and roasters. Only Gas grills allowed they must be used outside and not on the patio. They must be used a minimum of 10' away from the building to prevent damage and cleanup issues. Electric outlets are conveniently provided both inside and outside of the building for cooking and warming purposes.
11. Tables and chairs are provided by the KLSC, as found in the building. The 100 person capacity is limited to the number of designated tables and chairs.
12. Failure to return the building keys will result in the Deposit being forfeited.
13. Cancellation of the Rental Agreement is allowed 48 hours prior to the reserved date, confirmed in writing, with a full refund given. Cancellation within 48 hours shall result in a loss of deposit.
14. The renter is responsible for and will be charged for any damages to the floor, walls, tables, chairs, furnishings, fixtures, to the building, grounds, or parking areas.

15. NO PETS are allowed on the property during a function; unless the dogs are ADA trained and certified.
16. Adult supervision must be provided inside and outside the building and on the KLSC property at all times for underage children.
17. Renter agrees to abide by the regulations of the KLSC and certifies that he/she understands the following basic regulations: All persons present at the time of rental use of the building who consumes any alcoholic beverages must be 21 years of age or older in accordance with state and local law. Sale of alcohol beverages on premises is against the law. If alcohol is present there must be someone of age on the premises at all times.
18. No amplified music after 9pm
19. Limited parking is available
20. No tents or similar shall be erected on the property, nor stakes driven in that could damage underground infrastructure without approval. Renter shall be responsible for any such damages. No overnight camping is included as part of this Rental Agreement.
21. Signage for an event shall be limited to such as approved.
22. Fireworks, illegal drugs or substances, firearms, air horns or any such items that could disturb the area residents are prohibited.
23. In the event that the police, sheriff, or other such authority are contacted regarding the Renter and building use, the property shall be immediately vacated and locked. The Renter shall forfeit the deposit and be responsible for any damages and costs to the KLSC.
24. This is a NON-SMOKING FACILITY. Smoking permitted, outside and away from the building.
25. Camp fires are prohibited
26. Bagged garbage shall be removed as part of the cleanup and properly disposed of off-site.
27. All lights shall be turned off, doors locked, and outside garbage and items removed when leaving the building
28. All supplies such as tablecloths, glasses, plates, silverware, paper towels, trash bags Shall be by the renter.
29. Thermostat must be turned down to 50 degrees.
30. Any violation of the above rules and regulations may subject all permits to be revoked and the event to be cancelled or terminated by KLSC, without any liability to KLSC for

any anticipated or actual damage or loss incurred. The Renter agrees to hold KLSC, its employees, representatives, or agents harmless for any such damage or loss. Any violation of these rules may be grounds for the denial of future requests by the Renters for use of KLSC owned buildings or facilities. No illegal activities will be allowed, and violators will be prosecuted to the extent of the law.

**Disclosure:** The Community Building is equipped with both indoor and outdoor security cameras throughout the entire building. Any security footage can and will be used to determine the source and/or the cause of any damage, spills, or inappropriate behavior occurring during the event. The video footage is exclusively and solely property of KLSC and may be obtained through the open records process.

## CLEANING CHECKLIST

1. Outside area clean, no containers, cans, bottles on site
2. Outside cooking appliances removed
3. Outside signage removed
4. Patio cleaned
5. Parking areas clean of personal items
6. Walls clean
7. Floors cleaned as found
8. Furniture and tables cleaned and put back as found
9. Bathrooms cleaned
10. Storage area cleaned and returned as found
11. Garbage removed from the site
12. Inspection set up
12. Key return set up
13. Any damage disclosed
14. Lights turned off

**Thank You**