



## FIREMENS PARK FACILITY USE AGREEMENT

417 Union Street, Johnson Creek

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name (User): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

**Remember to Check Site When You Arrive!** Any problems or damage, please call 920-699-2296 immediately and leave a detailed message.

A **\$150 refundable security deposit** is required with this agreement. The security deposit will be deposited upon receipt, and a refund check will be issued to the person listed above within 3 weeks after the rental, provided there is no damage to the park or its facilities. If any portion of the deposit is forfeited, the applicant will be responsible for replenishing it to maintain a \$150 balance at all times.

| Type of Rental              | Rental Fee    | Units | Total |
|-----------------------------|---------------|-------|-------|
| Field - Baseball w/o Lights | \$45 per game |       | \$    |
| Field - Baseball w/o Lights | \$200 daily   |       | \$    |
| Field - with Lights         | \$65 per game |       | \$    |
| Field - Practice            | \$15 per hour |       | \$    |
| Field - Lining (weekday)    | \$30          |       | \$    |
| Concession Stand            | \$100         |       | \$    |
| Tennis Court                | \$20 per hour |       | \$    |

**TOTAL \$** \_\_\_\_\_ **X 5.5% (tax)** \_\_\_\_\_ **= \$** \_\_\_\_\_

**SECURITY DEPOSIT FEE:** \$150.00 Refundable Security Deposit required for all groups. \$ \_\_\_\_\_

|                                                                              |            |                |    |
|------------------------------------------------------------------------------|------------|----------------|----|
| General Park Fee (required with Temporary or Six-month Class B Beer License) | \$25 Daily | \$150 Annually | \$ |
|------------------------------------------------------------------------------|------------|----------------|----|

**All payments must be received in full with reservation request.**

**All park regulations shall be observed.** Firemens Park opens at 6:00 am and closes by 10:00 pm unless approved by the Village Board at the time the contract is signed. The user will forfeit \$100 of the security deposit if they are in violation of the park curfew ordinance.

**I understand the required user fees and building regulations to use the facility. I understand if damages exceed the Security Deposit, the Village will bill the user the difference. I agree to follow stated policies and any instructions given by Village officials in charge of the facility at the time of use. The Village of Johnson Creek, their employees or agents, and any volunteers/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.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Office Use Only

AMOUNT DUE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

REFUNDABLE SECURITY DEPOSIT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

### **Guidelines for Concession Area Use:**

1. Fill out the reservation form in its entirety or the form will be rejected. Payment for reservations and security deposit are due in full upon submission of the agreement.
2. One set of keys will be issued for the concession area and/or restrooms to the user (Person who signed the Agreement). User will be ultimately responsible for any damage to the property or loss of the key. Absolutely no copies of the keys shall be made.
3. Use of the concession area for practice or any other uses unannounced to the Village is strictly prohibited. Unapproved use will result in loss of concession area privileges along with forfeiture of the Security Deposit.
4. Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted.
5. No smoking is allowed in the Park Concession Facility.
6. Please keep our facility clean. It is the user's responsibility to: Wipe down tables and restore to the original locations, wipe down counters, appliances, and other surfaces, clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, remove all garbage from the building and outside garbage cans and dispose of it in the outside dumpster or take to the edge of the parking lot until a dumpster is available. Failure to remove garbage from the building and surrounding outside areas and take it to the outside dumpster will result in a \$100 fee taken from your Security Deposit.
7. Only the first garbage bag for each receptacle will be provided, any additional garbage bags will need to be supplied by the user. A broom, dustpan, mop, bucket will be available for your use all other provision of cleaning items and solutions will be the responsibility of the user.
8. The Park opens at 6:00 am and closes at 10:00 pm unless otherwise approved by the Village Board.
9. Refunds for reservation fees will be given up to 7 days before the event. Cancellations within 7 days will not be refunded.
10. Fees that will be taken from your Security Deposit include:

\$100.00 Failure to remove garbage from premises after your event.

\$100.00 Violation of Park curfew.

\$150.00 Unapproved use of the concession area.

\$150.00 Failure to return the set of keys within 5 days of the final use for the year or loss of keys.

All other damages will be determined by cost of labor and materials to repair or replace (Labor Cost is \$150 per hour with a one hour minimum)

# Cleaning CHECKLIST

**FIREMENS PARK**

**DATE:** \_\_\_\_\_

The following is a list of items that need attention at the end of each use. We recommend the use of this form as a guide to keep Firemens Park neat and clean.

These items are evaluated by the Village maintenance crew and the Security Deposit may be withheld based on the satisfactory cleaning of the facility. Thank you in advance for your cooperation!

| № | ACTIVITIES                                                                                      |  |
|---|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | Wipe down all tables (no stains or sticky residue) and return them to their original positions. |                                                                                     |
| 2 | Countertops, kitchen sinks, appliances all wiped down (if applicable)                           |                                                                                     |
| 3 | Check for & address any wall markings, including stains, scuffs, holes.                         |                                                                                     |
| 4 | Floor covering damp mopped (if applicable)                                                      |                                                                                     |
| 5 | Remove all garbage bags and place them in the outdoor dumpster.                                 |                                                                                     |
| 6 | Keep bathrooms tidy; report any major messes or issues.                                         |                                                                                     |
| 7 | Food and beverages removed from refrigerators                                                   |                                                                                     |
| 8 | Doors locked                                                                                    |                                                                                     |

Did you notice any damage to the building, including vandalism, graffiti, structural damage, or other concerning issues? \_\_\_\_\_