

COMMUNITY ROOM RENTAL AGREEMENT

The Village of Trempealeau Community Room at 24455 Third Street, Trempealeau WI 54661 is available by reservation for meetings, classes, or other events as a community service for community groups.

If the Community Room is to be used for events or meetings promoting products or services for personal profit, prior approval must be given. The Community Room may not serve as a gambling facility. Exceptions may be made on a case-by-case basis. The Village of Trempealeau reserves the right to approve or deny rental to any group.

Times Available and Reservations: The room is available on a first-come, first-served basis. Reservations for the upcoming year are accepted starting October 1 of the current year. The facility is not available during Catfish Days Weekend. Rolling reservations are limited to 90 days and may be renewed upon approval and coordination with other interested groups. Preference may be given to fee-paying users.

How to Reserve: To reserve the space, contact the Village office to check availability. Then, complete and submit a Rental Agreement along with the appropriate payment. Once approved, Village staff will confirm your dates and arrange a key pickup time, if necessary.

Rental Fees: From Monday through Thursday, residents pay \$5 per hour with a maximum of \$25 per day; non-residents pay \$10 per hour with a \$50 daily maximum. From Friday through Sunday, the fee is \$50 per day for residents and \$100 per day for non-residents. A \$250 security deposit is required as a separate payment, which will only be cashed/charged if needed for damage, cleaning, lost keys, or similar issues. Fees may be waived for non-profit community groups, though the security deposit will still be required.

Amenities: The room includes seating for up to 120 people with banquet tables, a catering kitchen with serving hatch, large refrigerator, coffee pot and microwave. Coffee urns and drink dispensers may be available upon request. Renters must supply their own dish soap, towels, dishes, and other serving items. Non-matching chairs available for an additional 50 people, upon request.

Cancellations & Refunds:

Rental fees are non-refundable. Please notify Village staff of cancellation as far in advance as possible.

This Agreement, made and entered into this ____ day of _____, 2025, by and between the Village of Trempealeau and _____ (hereinafter referred to as "Renter").

In consideration for the mutual promises contained herein, the parties agree as follows:

- Use.** Under the terms and conditions of this Agreement, the Village of Trempealeau grants to Renter a non-assignable right for the Renter to use and occupy the Community Room located at 24455 3rd St Street in Trempealeau, Wisconsin ("premises"), for the sole purpose of: _____
- Occupancy.** Under this Agreement, Renter is entitled to use and occupy the premises as follows:

Move In/Set Up: _____ (DATE) Move Out: _____ (DATE)
- Rental.** It is understood and agreed that the Renter shall pay the Village of Trempealeau the following rental for the use of the premises on the dates specified in Paragraph two of this Agreement: _____ payable in full upon execution of this Agreement.
- Security Deposit.** Renter agrees to deposit a security deposit with the Village of Trempealeau in the amount of \$250, which will be due when the keys are picked up at Village Hall. The security deposit will be returned if the requirements in items C and D contained in Paragraph 5 of this Agreement are met to the satisfaction of the Village of Trempealeau, less any damages and/or cleaning expenses.
- 5. Renters Obligations.**
 - A. The individual signing this Agreement shall be responsible for all costs and expenses in excess of the Security Deposit.

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- B. Renter shall not attach any type of advertisement or decoration to the doors or walls with tape. Renter shall use on painter's tape or string to hang decorations. Any damage resulting from use of tape shall be charged against the security deposit.
 - C. Upon surrender of the premises, the premises must be clean, both inside and outside of the building, including but not limited to the stove, kitchen, refrigerator, and the bathrooms. Chairs and tables must be wiped down and put away. Floors must be swept and garbage emptied into the garbage bins.
 - D. Upon surrender of the premises, the area surrounding the premises must be clean, with all paper, cans, cups, and other garbage placed into the bins located on the premises, all to the satisfaction of the Village of Trempealeau. In addition, the community room key shall be turned in by 4:30pm on the Monday following the event at Village Hall. A lost key or non-returned key will result in \$50 being deducted from the security deposit.
6. **Damages.** The Village of Trempealeau shall inspect the premises and grounds after each event to determine if any damages to the premises or grounds have occurred or if cleanup is required. The Village will take photographs of the area or areas in question and prepare a written report to the Village Clerk. The Village Clerk, or designee, shall immediately contact by letter and phone call the person or entity who signed this Agreement to collect amounts due for damages, cleaning costs, and any other amount due under this Agreement. If all amounts due are not paid within 15 days of the date of the Notice, the Village may pursue collection in court. Renter agrees to pay for all costs of collection and reasonable attorney fees in excess of the security deposit.

Approved as to form and execution as of the date first hereinabove written.

By signing this agreement, I agree to hold The Village of Trempealeau harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to the conditions outlined in the Village of Trempealeau Community Room Rental Policy and Application/Agreement.

Date:

Renter Name (printed)

Address

Cell Phone

City, State, Zip Code

Signature

Email

Name as appears on Card:

Card Number:

Card Type:

Expiration Date:

3 Digit Code:

**This information will stay on file with the Village of Trempealeau until the scheduled event date has lapsed. At that time the room and key will be assessed. If there is no damage to either, this information will be destroyed. Be aware a 3% card processing fee will be added to any transaction.*

Usage Fee Paid (Amount and Date paid) _____

Security Deposit Paid _____