

**TOWN OF WAUSAU
MUNICIPAL BUILDING RENTAL AGREEMENT**

(Revised 3-6-2017)

1. Written application shall be made with the town clerk and the security deposit paid at the time of application made. All applicants must be adults over the age of 21.
2. All applications must be approved by a member of the town board or clerk. It must be signed by applicant(s) and rental fee paid prior to use of center facilities.
3. The signing of an application shall constitute an agreement that the applicant will be responsible for damage to the premises or furnishings which has occurred by person or persons who are invitees or permittees of the applicant.
4. No decoration shall be taped, tacked, or nailed on the wall or ceiling. No decoration shall cover exit signs or emergency lighting. All items are to remain in place on walls and nothing is to be unplugged. No doors may be blocked or covered.
5. **Guests should park in front of the large garage to the north of the municipal center. It is the applicant(s) responsibility not to block fire truck exit areas which are clearly marked by "NO PARKING" signs. Any vehicles blocking exits will be towed.**
6. Applicants will hold the Town of Wausau harmless from any damage to themselves or others resulting or to the result from any accident incurred while using any municipal center facility. Applicant will refrain from instituting, pressing, or in any way aiding any claim, action, or cause of action for damages, costs, loss of service, expenses of compensation, on account of or in any way growing out of any accident occurring at any municipal center facility.
7. No liquor will be allowed to be served.
8. The municipal center cannot be rented for the use of sale of goods (such as rummage sales or craft type sales). Nonprofit organizations are exempt from this condition.
9. One adult chaperon per 20 youths must be present at all youth meetings and parties.
10. The applicant will clean the facilities before leaving or by 8:00 A.M. the following day. The applicant will be responsible for the removal and disposal of their garbage. The key must be returned to the clerk's office immediately following cleanup.

Please fill out requested information on page 2 and return to my office along with a check made payable to Town of Wausau. If you have any questions, please give me a call at 715-842-8098 or 715-297-1157.

Cindy Worden, Town Clerk.

PLEASE COMPLETE INFORMATION AND RETURN
THIS PAGE ALONG WITH PAYMENT.

Rental fee: \$50 plus security deposit \$20 = \$70 payable to Town of Wausau
Security deposit will be refunded within 3 weeks following usage

***** Keep page one for reference *****

I have read the Town of Wausau Municipal Rental Agreement and agree to follow the agreement. Failure to do so could result in the forfeit of my security deposit and/or renting privileges.

Applicant name _____

Street address _____

City _____, Wisconsin _____ zip

Telephone _____

Applicant signature: _____

Rental date _____ approx. time _____

Send payment and completed form to:

Cindy Worden
5203 N. 69th Street
Wausau, WI. 54403