TOWN OF ALGOMA
A community connected

TOWN OF ALGOMA
WINNEBAGO COUNTY, WI
15 N Oakwood Road, Oshkosh, WI 54904
920-235-3789 www.townofalgoma.org

Municipal Building Reservation Application for Private Individuals

SATURDAY & SUNDAY RENTALS (NO HOLIDAY WEEKENDS)

BUILDING RENTAL FEE	SECURITY DEPOSIT	TOTAL FOR RESERVATION
$250.00	$200.00	$450.00

Remit checks to the Town of Algoma

RENTER INFORMATION

☒ Denotes a required field

☒ Renter (Organization or Individual Name)

☒ Street Address | ☒ City | ☒ State | ☒ Zip Code

CONTACT INFORMATION

Contact Person (if different than the renter) | ☒ Phone Number

E-mail Address (for key pick-up reminder)

EVENT INFORMATION

☒ Type of Event | ☒ Date(s) of Event

SECURITY DEPOSIT

The security deposit will be refunded if no excessive cleaning or repair services are required following the event. If damages or cleaning services exceed the deposit amount, the Town reserves the right to recover the costs from the renter.

☐ The person paying the deposit is DIFFERENT than the renter; the payer information is entered below*:
** The security deposit will be returned via a mailed check, to the payer.*

Payer Name

Street Address | City | State | Zip Code

SIGNATURE

I agree to indemnify and hold the Town of Algoma, its employees, officials, and agents, harmless from all liability from claims of bodily injury, property damage, or any other nature originating from the use of the Town Hall. I have read the Facility Rental Policy and agree to abide by them. I understand it is at the discretion of the Town of Algoma to approve or deny any special requests and that these requests may be subject to a change in the rental fee and the security deposit.

☒ *Renter Signature* | ☒ *Date*

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PAYMENT RECEIPT

	+			
Rental Fee	Security Deposit	= Total Received	Check/Confirmation Number	Date Received

RESERVATION CONFIRMATION

Added to the calendar on: _____ Date By: _____ Initials

Key pick-up scheduled for: _____ Date Key assigned: _____ Key Number Key returned: _____ Retrieval Date

EVENT CHECK-OUT

- ☐ Doors were securely closed and locked.
- ☐ All lights were off (the hall, hallways, kitchen, and bathrooms).
- ☐ Refuse has been removed from Town Hall property.
- ☐ Decorations, food, and personal items were all removed.
- ☐ There was no excessive debris or spills on the floors to clean.
- ☐ No excessive cleaning of surfaces was required.
- ☐ Tables and chairs were clean and put away.
- ☐ The outdoor area was clean.

COMMENTS:

CHECKED ON BY:

Signature _____ Date _____

- ☐ Return "Authorized Personnel Only" Sign to Its Place
- ☐ Checked basics only (cleaning left for cleaning crew)

SECURITY DEPOSIT RETURN

	-			
Original Deposit	Amount Withheld	= Amount Returned	Check Number	Date Mailed

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Municipal Facility Rental Policy for Private Individuals

PURPOSE

The purpose of this policy is to establish guidelines for the use and rental of the Town Hall to ensure the facility is used in a safe, respectful, and equitable manner while preserving the building for long-term community use. The Town of Algoma Municipal Building is a great place to host a party, reunion, reception, shower, or meeting. Fundraising events are strictly prohibited. The Town Hall offers a large open room (99-person capacity), a kitchenette with a refrigerator, stove, microwave, and sink, and a public outdoor children's playground with a large public park.

HOURS

The Town Hall is available to the renter from 6:00 A.M. TO 10:00 P.M. for Saturday and Sunday rentals (holiday weekends are not rentable). All set-up, takedown, and clean-up must occur during these hours. Rental times are not extendable.

RESERVATIONS & CANCELLATIONS

RESERVATIONS

Dates are reserved on a first-come, first-served basis and can be reserved no more than six (6) months in advance. A complete, signed Reservation Application plus payment in full (rental fee + security deposit) are required to hold a reservation.

CANCELLATIONS

A cancellation requested at least 15 days before the scheduled event will result in a full refund of the rental fee and security deposit. Cancellations made less than 15 days before the scheduled event will result in a forfeiture of the rental fee. Any fees paid for using the online portal are non-refundable.

RIGHT OF REFUSAL

The Town reserves the right to deny or cancel rentals for reasons including, but not limited to:

- ✓ Conflict with official government use
- ✓ Failure to comply with policy guidelines
- ✓ Inappropriate or unlawful intended use
- ✓ Safety or security concerns
- ✓ Fundraising events for candidates
- ✓ Any event where money is being exchanged

SECURITY DEPOSIT

A security deposit payment is required at the time of reservation. The deposit will be returned to the payer within 45 days of the scheduled event pending inspection. Town Staff will inspect the premises after the conclusion of the event and notify renters if any deductions were necessary to cover the cost of clean-up, a lost key, or repairs as agreed upon under the conditions of the Municipal Facility Rental Rules. If cleaning services or damages exceed the deposit amount, the Town of Algoma reserves the right to recover the costs from the renter. Lost keys and/or open/unlocked doors will result in an automatic forfeiture of the security deposit.

KEYS

Keys must be picked up from the Town Hall by 4:30 p.m. the Thursday before a scheduled reservation. If alternate arrangements for pick-up are needed, please coordinate with Town staff. Return keys to the Town Hall by placing them in the Town Hall dropbox (located near the building entrance) after an event.

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BUILDING INFORMATION

THE TOWN PROVIDES:

- ✓ An indoor meeting room with a capacity of 99 people.
- ✓ Up to 15 large (8-foot) tables (seats 8-10) and up to 8 smaller (6-foot) tables (seats 6-8) plus enough chairs for room capacity.
- ✓ Kitchen and use of its refrigerator, microwave, stove, and sink.
- ✓ Easels (by request only)

THE RENTER PROVIDES:

- ✓ All utensils, serving dishes, and food.
- ✓ Garbage bags. (13 gallon and 36 gallon)
- ✓ AV Equipment.
- ✓ Grill (outside only)
- ✓ Decorations.
- ✓ Yard and lawn games.

MUNICIPAL FACILITY RENTAL RULES

ADULT BEVERAGES

Beer and wine may be served at events; liquor is not allowed. Alcohol sales are prohibited, and no one under 21 may consume alcohol on Town Hall property.

GENERAL GUIDELINES

- ✓ Carry-In & Carry-Out: The renter is responsible for appropriately removing all garbage, recycling, food, and personal items from Town Hall property.
- ✓ Complete the End-of-Event Requirements (posted in the meeting room and kitchen) before departing the facility.
- ✓ The person or organization named on the reservation is responsible for damage to the facility and for any excessive cleaning required after the event.
- ✓ The Town of Algoma is not responsible for lost or stolen articles.

PROHIBITED ITEMS & ACTIVITIES

- ! No smoking or vaping inside the building (all debris from outside smoking must be disposed of appropriately).
- ! No illegal activities.
- ! No vehicles driving or parking on grassy areas.
- ! No fires.
- ! No animals or pets.
- ! No decorations can be attached to the walls, ceilings, or light fixtures.
- ! No signs or banners may be placed anywhere outside without prior written approval from the Town.
- ! No glitter or confetti.
- ! No bounce houses or similar inflatable-type structures (including, but not limited to, ball pits, slides, or obstacle courses).
- ! No moving Town owned tables and chairs outside of building.

END-OF-EVENT REQUIREMENTS

Please leave the Town Hall in the same condition it was at the beginning of the reservation and suitable for immediate use.