



# Senior Center Rental Application

Village of Darien • 24 N. Wisconsin St. • [www.darienvillagewi.gov](http://www.darienvillagewi.gov)  
 Mailing Address: P.O. Box 97, Darien, WI 53114 • Village Hall: (262) 882-5055  
 FAX (262) 882-5282 • Public Works Staff: (262) 729-2780 • Police (262) 728-6311

Payment in full must accompany this application. Please read the "Senior Center Rental Agreement" on the following page prior to completing this application. The Senior Center is available to rent from 8:00 AM to 10:30 PM.

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Alternate Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

**Time to OPEN\*:** \_\_\_\_\_ **Time to CLOSE:** \_\_\_\_\_

\* At this time, you assume responsibility for the Senior Center. It cannot be left unattended at all once unlocked.

Senior Center Fees for Use		
Class	Description	Fee
A	Senior Center Activities; Darien Government Entity Activities; City of Delavan Recreation Programming:	\$0.00
B	Non-Profit Organizations and Other Government Entities (except the above listed)*: <b>MUST PROVIDE A VALID COPY OF ORGANIZATIONS '501C-3' TO QUALIFY</b>	\$50.00
C	Private Parties, Meetings, or Events (fees based on anticipated attendance): 75 or fewer people	\$100.00
	76-125 people	\$200.00
	126-240 people	\$300.00
D	Additional Fees: Each interval of 15 minutes past the mandatory closing time of 10:30 PM	\$50.00
E	<b>Damage Deposits:</b> All damage deposits will be returned within thirty (30) days after the assessment & inspection of the building is made, excluding any damages for fees for violating the Rental Agreement:	
	Civic/Charitable Organizations; Non-Profit Organizations; Service Organizations; and Other Government Entities not included in A above*:	\$150.00
	Resident of the Village of Darien or Town of Darien	\$150.00
	Non-Resident	\$250.00

\*These organizations must provide proof of non-profit, charitable, service or government status.

All users in Class B or C, must pay the additional fees outlined in Class D (if applicable) and the damage deposits outlined in Class E. All rental fees are charged per event per day. Damage deposits are due at the time of the reservation and will be returned after the post-event inspection, provided that no damage has been incurred.

**To secure the date(s) you are requesting, we must receive three items from you:**

1. A valid photo ID (please scan/take photo of ID if sending your application package via email)
2. A completed rental application (signed, dated, initialed where applicable)
3. Full payment of rental fee and damage deposit

**Alternate Recipient - Damage Deposit Refund**

Provided that no damage has occurred and the Senior Center Rental Agreement & Rental Rules have not been violated, damage deposits will be refunded in the mail, as a paper check, within 30-45 days of the event date. **If someone other than the applicant on Page 1 is paying for the damage deposit**, please clearly print that individual's name and address below. This is to whom we make out the check and the address where we will mail it.

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

TOTAL FEES: \_\_\_\_\_ Rental Fee: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_

Date(s) Paid: \_\_\_\_\_

Cash? Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_ CP #: \_\_\_\_\_

Rental Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Identification Card

Copy to DPW

Damage Deposit Returned: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Notes:

# Senior Center Rental Agreement

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**READ THESE RULES CAREFULLY. INITIAL EACH LINE (not an X) INDICATING THAT YOU WILL ABIDE BY THESE RULES.**

- \_\_\_\_\_ The Darien Senior Center rental hours are from 8:00 AM – 10:30 PM. An additional fee of \$50.00 will be required for every 15-minute period the Center remains open after 10:30 PM.
- \_\_\_\_\_ The Darien Senior Center is an **alcohol, tobacco and drug free environment**. Any evidence of such substances will result in prosecution and/or forfeiture of the damage deposit.
- \_\_\_\_\_ Refunds for reservation fees will be given up to 7 days before the event. Cancellations made within the 7 days prior to the event will not be refunded.
- \_\_\_\_\_ The Senior Center is not to be left unlocked or unattended at any time. Any damages resulting from the Center being left unattended will be the responsibility of the User.
- \_\_\_\_\_ A Senior Center Attendant (SCA) will call you the week of your event to make arrangements. In no instance will the Senior Center be opened before 8:00 AM. The SCA will meet you to unlock the facility.
- \_\_\_\_\_ You and the SCA are to inspect the facility at opening and complete the Pre- Event Inspection on the Cleaning Checklist. Any pre-existing damages or problems must be identified at that time.
- \_\_\_\_\_ When your event is over and you are finished cleaning, call your SCA (or the Police at 262-728-6311). You must remain present until the SCA/Police arrive to close and lock up the facility.
- \_\_\_\_\_ Following the event, the Center will be inspected by the SCA and they will complete the Post-Event Inspection on the Checklist. You will be notified if the facility was found in unsatisfactory condition.
- \_\_\_\_\_ You are liable for any loss, damage or injury sustained by virtue of the activity conducted.
- \_\_\_\_\_ Parking is only allowed in designated parking areas.
- \_\_\_\_\_ No glass bottles are allowed.
- \_\_\_\_\_ The use of fog or smoke machines is not permitted.
- \_\_\_\_\_ The User is solely responsible for any violation of the Senior Center Application and Rental Agreement, which, depending on severity, may result in the forfeiture of the damage deposit, cancellation of the event, removal from the premises during the event, a prohibition from future rentals, and/or further legal action. Damage fees will be determined by property replacement costs and the hours required to clean & fix any damage. The User agrees to remit said rental fee, to be responsible for any damage to property or items stolen, and to comply with the following stipulated requirements:
  - \_\_\_\_\_ Misrepresentation ***of Guest Count***: The Renter agrees to provide an accurate count of all expected attendees prior to the event. If discovered that the actual number of attendees exceeds the number stated and paid for on the Rental Agreement, the Renter will forfeit the Damage Deposit.

*The User has read and understands the Senior Center Application and Rental Agreement. If the damage expenses exceed the damage deposit, the Village of Darien will bill the User the difference. The User agrees to follow stated policies and any instructions given by the Village officials in charge of the facility at the time of use. The Village of Darien, their employees or agents, and any volunteers or 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. The User further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. Business and Public events may be required to provide a certificate of insurance per the Senior Center Use Policy.*

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User Signature

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Date

# CLEANING CHECKLIST – SENIOR CENTER

User Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

If you find any concerns **before** your event, your Attendant will make note of it here on this form in the “Pre-Event” column. The following is a checklist of tasks that must be done **after** your rental event. Damage deposits may be withheld based on the satisfactory cleaning of the Senior Center. Thank you in advance for your cooperation!

TASKS	Pre-Event	Post-Event
<b>DINING HALL/RECEPTION AREA</b>		
<b>Tables:</b> Wiped down - no stains or sticky surfaces Put away – <b>however, there are always 3 tables set up for Senior Cards</b>		
<b>Chairs:</b> Wiped down - no stains or sticky surfaces Put Away - 11 chairs maximum per stack - <b>leave 8 chairs at each Senior Cards table</b>		
<b>KITCHEN</b>		
<b>Countertops and Kitchen Sinks:</b> Wiped down		
<b>All Appliances:</b> Clean and Operational		
<b>Refrigerator:</b> All food must be removed; all spills & stains cleaned		
<b>Dishes:</b> All dishes used must be washed, dried, and put away		
<b>Mop Station:</b> Cleaned after use		
<b>BATHROOMS</b>		
<b>Walls &amp; Stalls:</b> No markings, stains, scuffs		
Check for any messes/damage in the bathrooms due to your event – clean/fix whatever problems you find.		
<b>GENERAL</b>		
<b>Decorations:</b> All decorations must be removed, including tape		
<b>Wall Surfaces:</b> No markings, stains, scuffs, holes		
<b>Floors:</b> Cleaned, mopped; no markings, stains, or scuffs		
<b>Windows and Doors:</b> Must be closed and secured		
<b>Thermostat:</b> Summer-reset to 72 degrees, Fall-Spring-68 degrees		
<b>Garbage:</b> Removed from building – placed in dumpsters – wheel the cans over to the exit <i>before</i> removing bags from cans. Watch for leaks & mop when needed.		
<b>Recyclables:</b> Removed from building and placed in recycling cart		
<b>Exterior Check of Building &amp; Grounds:</b> No garbage or debris		
<b>Upstairs Entryway and Elevator:</b> Cleaned, cleared of garbage/debris		

**Notes & Comments:**

\_\_\_\_\_ User Initials

\_\_\_\_\_ Senior Center Attendant Initials

**FOR OFFICE USE ONLY:**

Damage Deposit Paid:             \$150.00 (Resident/Class B User)             \$250.00 (Non-Resident)

Amount of Damage Deposit Withheld: \_\_\_\_\_ Amount of Damage Deposit Returned: \_\_\_\_\_

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Approved by: \_\_\_\_\_

Reason: