



Senior Center Rental Application

Village of Darien • 24 N. Wisconsin St. • 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) 903-5935 • 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	Civic/Charitable Organizations; Non-Profit Organizations; Service Organizations; and Other Government Entities not included in A above*:	\$25.00
C	Special Interest Groups, Corporations, For-Profit Organizations, Clubs, and Religious Groups (if the event is open to the public):	\$100.00
D	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
E	Additional Fees: Each interval of 15 minutes past the mandatory closing time of 10:30 PM	\$50.00
F	Damage Deposits: 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
	Residents of the Village of Darien or Town of Darien	\$150.00
	Non-Residents	\$250.00

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

All users in Class B, C, or D, must pay the additional fees outlined in Class E (if applicable) and the damage deposits outlined in Class F. 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.

Senior Center Rental Agreement

READ THESE RULES CAREFULLY. INITIAL EACH LINE 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 Facility 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 legalaction. 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:

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.

User Signature

Date

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

1. A valid photo ID
2. A completed rental application (signed, dated, initialed where applicable)
3. Full payment of rental fee and damage deposit

Photo ID scan:

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 days of the event date. **If someone other than the applicant 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:

VILLAGE OF DARIEN SENIOR CENTER FACILITY CHECKLIST

User Name: _____ Date of Event: _____

The following is a list of items that need attention before and after each rental event. Users should use this form as a guide to keep facilities clean. Damage deposits may be withheld based on the satisfactory cleaning of the Senior Center. Thank you in advance for your cooperation!

	Pre-Event Inspection	Post-Event Inspection
Tables: Wiped Down (no stains or sticky surfaces); Put Away		
Chairs: Wiped Down (no stains or sticky surfaces); Put Away		
Countertops, Kitchen Sinks, and Appliances: Wiped Down		
Appliances (microwave, ovens, refrigerator, garbage disposal, dishwasher): Clean and Operational		
Thermostat: Summer-reset to 72 degrees, Fall-Spring-68 degrees		
Wall Surfaces: No markings, stains, scuffs, holes		
Floors: Cleaned, mopped; no markings, stains, or scuffs		
Clean mop station after use		
Garbage: removed from building and placed in dumpsters		
Recyclables: removed from building and placed in proper containers		
Bathrooms: stalls checked; no debris on floor; no markings, stains, scuffs on walls, stalls, or floor		
Refrigerator: all food must be removed; all spills and stains cleaned		
Dishes: All dishes used must be washed, dried, and put away		
Decorations: all decorations must be removed, including tape		
Windows: must be closed and secured		
Doors: must be closed and secured		
Exterior Check of Building: no garbage or debris		
Interior Check: upstairs entry way and elevator must be clean and clear of 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: