

City of Blair
122 S Urberg Ave.
PO Box 147 Blair, WI 54616
608-989-2517

Community Center User Agreement

Individual or Organization _____

Contact Person _____

Mailing Address _____

Home Phone _____ Business or Cell Phone _____

Rental Date Requested _____

2015 Rate - \$50.00

Persons or organizations renting the Community Center are responsible for the conduct of their members and guests. The Community Center must be left in good order. In the case of damage, the person or organization that signed the User Agreement for the event shall pay for such damage.

TERMS & CONDITIONS

- User must make a reservation through the City office.
 - Alcoholic beverages may be served at private parties in accordance with Wisconsin Laws. Any sale of beer or wine requires a Temporary Beer License, as approved by the City Council.
 - The user assumes responsibility for serving safe food and beverages. The City shares no responsibility for the quality of foods and beverages served.
 - Persons or organizations using the Community Center must clean the facilities – wipe all counters and tables, sweep floor and mop if needed, clean out refrigerator, return chairs to racks and fold tables.
 - No permanent alterations or defacing, such as staple gun use, are permitted for decorating or other purposes. Tape applied for decorating purposes must be completely removed.
 - The Community Center is smoke free.
 - The City of Blair reserves the right to reject or approve any request for use of the city facilities.
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- A key for the Community Center must be picked up at the City office Monday-Friday, 8:00 a.m. – 4:30 p.m.
 - Closing time for the Community Center will be no later than 2:00 A.M. Sunday- Thursday, 2:30 A.M. Friday and Saturday nights. It is expected that all cleanup will be finished by that time with lights off and doors locked. This will be enforced by local law enforcement.
 - Payment in full of the current rate at the time of reservation is required within one week or the reservation will be cancelled. The price of Community Center reserved for future years is subject to change. IN THE EVENT OF A PRICE INCREASE, YOU WILL BE RESPONSIBLE FOR THE DIFFERENCE.

NOTE: ALL FEES ARE NON-REFUNDABLE

By signature of this agreement the person or organization acknowledges all terms & conditions of the user agreement.

Signature

Date

Rules

- Wipe all counters and tables**
- Sweep floor and mop if needed**
- Bag up trash**
- Fold tables and lean against wall**
- Return chairs to racks**
- Clean out refrigerator**

***Failure to comply may result in additional fees.**

Thank you