

## Spring Valley Community Center Rental

### Rental Fees

\$ 100.00 - Half Day up to 4 hours

\$ 200.00 – more than 4 hours

\$ 25.00 - Hourly Set Up/Tear Down

\$ 200.00 security deposit is due at time of reservation for anyone renting the facility, regardless of duration.

Deposits will be returned if the Community Center is left in satisfactory condition and the key is returned after your event.

### Bona Fide Organizations that pay a monthly meeting rate (Lions, Legion, etc.)

\$ 20.00 per month for 1 – 2 hours per week

\$ 50.00 per month for 2 - 6 hours per week

\$ 100.00 per month for 8 - 12 hours per week

\$ 150.00 per month for 13+ hours per week

\$1500.00 annual rent for the basement (Stagehands)

### Other events such as on-going instructional classes:

\$10 per class – rental allowed Monday – Thursday only up to 1.5 hours

A reservation form can be printed from the village web site or picked up at the village office.

Go to [www.springvalleywi.com](http://www.springvalleywi.com) Click on Community Center and find "Booking Information" links on that page.

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Reservations made on a first come, first served basis.

A Reservation Form must be completed at time of reservation. Separate checks for rental fee and security deposit should be made out to Village of Spring Valley. The rental and deposit are due when your reservation is made.

No decorations or other items may be attached to the walls, doors, ceilings or other parts of the building. Table top, floor, etc. decorations need to be removed from the premises immediately following the event.

You will need to provide your own dish cloths and dish towels.

There are several large tables and chairs available for use. They must be put back where they were found when the event is over.

The Village of Spring Valley will not be responsible for any lost or stolen items

Pick up a key the day of your event at the village office, E121 S. 2<sup>nd</sup> Street during normal business hours. Key must be returned the next business day. If key is lost there will be a \$500.00 charge.

NO SMOKING is allowed in the community center.

No pets, except for service dogs are allowed in the community center

The sale of alcohol is not permitted unless the renter has obtained a license. Alcohol may be served to adults at adult and family gatherings that are by invitation only. Serving minors is prohibited.

# SPRING VALLEY COMMUNITY CENTER

## CHECK LIST

Responsible party \_\_\_\_\_

Date \_\_\_\_\_

\*\*Please provide your own dish cloths and dish towels. The supply at the Community Center belongs to a "Daily Use" organization and no laundry service is provided.

\_\_\_\_ Floors swept

\_\_\_\_ Tables and counters wiped clean

\_\_\_\_ Tables and chairs put back as they were found

\_\_\_\_ Garbage tied up and put on back porch for next day pick up

\_\_\_\_ Kitchen stove and fans turned off

\_\_\_\_ Sinks are scrubbed and food is removed from the sink strainer

\_\_\_\_ Thermostat is set back to 60 degrees for heat and 80 degrees for air conditioning

\_\_\_\_ Any item used is clean and returned to where it was found

\_\_\_\_ Bathrooms are clean and left in good condition

\_\_\_\_ Front and back doors are locked

There are community organizations that use this facility on a daily, weekly, or monthly basis and keep their equipment at the center on a permanent basis. Please respect their property.

**If areas are not left clean or dishes are missing, some or all of your deposit will not be returned.**

**It is expected that when you leave we will not be able to tell that you were there.**

# SPRING VALLEY COMMUNITY CENTER

## RESERVATION FORM

I, \_\_\_\_\_, agree to the rules for the rental of the Spring Valley Community Center.

Responsible party (signature) \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Date of rental \_\_\_\_\_

Time \_\_\_\_\_

Fee \_\_\_\_\_

Return completed form to the village office or mail to:

Village of Spring Valley  
P.O. Box 276  
Spring Valley, WI 54767

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Office use only:

Accepted by \_\_\_\_\_

Deposit: Check Cash \_\_\_\_\_

Rental Fee: check Cash \_\_\_\_\_

Deposit Refunded: Yes No/Reason \_\_\_\_\_

Key returned: Y / N

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