

2016 Columbus Area Senior Center Rental Application

125 N. Dickason Boulevard; Columbus, WI 53925

(920) 623-5918

The undersigned individual or group hereby makes application to rent the Columbus Area Senior Center facility according to the requirements and conditions set forth.

NAME OF USER or ORGANIZATION: _____

CONTACT PERSON (if different than above): _____

ADDRESS: _____

PHONE NUMBER: _____

Estimated Number of People: (Building Capacity is 140-seating for ~80) _____

DATE FACILITY REQUESTED: _____

TIME FACILITY REQUESTED (include set-up and take down time): _____

PURPOSE: _____

Circle or Highlight the appropriate Rental Category:

5.5% tax must be added to the Rental Rate.

The City is required to submit taxes to the State for rental of city property. If tax exempt, submit certificate with application.

Businesses & Private Groups

\$125 Security Deposit due with payment

8 hours or less \$125 plus 5.5% Tax (\$6.88)

Non-Profit Organizations

Provide copy of non-profit certification with application

Evening Fee (6-9pm)

\$30 Security Deposit due with payment

1 evening \$25 plus 5.5% Tax (\$1.38)

4 or more evenings per calendar year \$20 plus 5.5% Tax (\$1.10) per evening

Weekend Non-Profit Rate- \$75 Security Deposit due with payment

8 hours or less \$75 plus 5.5% Tax (\$4.13)

RELEASE OF LIABILITY

In consideration of the permission granted to use the requested city property, the undersigned discharges and releases the City of Columbus, Wisconsin, from all claims, demands or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on the listed rental dates. The undersigned also has received and agreed to the rental agreement policies and the policy on inappropriate behavior.

Signature of Renter _____ **Date** _____
Approved By _____ **Date:** _____

Office Use Only

SECURITY DEPOSIT _____ RENTAL FEE _____

TAXES _____ TOTAL PAID _____

DATE: _____

REFUND REQUESTED DATE _____ PO Number _____

AMOUNT _____

COLUMBUS AREA SENIOR CENTER FACILITY RENTAL AGREEMENT

The following are the requirements and conditions for rental of the facility:

1. A security deposit is expected, which will be refunded if the building is in an acceptable condition after the event. The security deposit will be held at the City Hall if the group uses the building on a regular basis.
2. Non-Profit organizations must provide certification of non-profit status.
3. If a group wishes to have their rental fee waived or reduced, they may submit a request letter to the Senior Center Director by the first Monday of the month prior to the event for Advisory Board consideration.
4. Permission to use the Senior Center is at the discretion of the Senior Center Director.
5. Facility rental includes use of the main room, bathrooms and front room. **Use of the kitchen, computer room, offices and fitness room is prohibited.**
6. The facility will be rented and used only during permitted hours. Private functions will not be allowed during the Center's operating hours, which are 8:00 am to 4:00 PM Monday through Friday.
7. City functions have priority over all other events.
8. The City of Columbus or its designee reserves the right to cancel, reschedule, or relocate a previously approved use of facilities request to accommodate unanticipated circumstances.
9. The tables, chairs, and other furnishings must be returned to their original location on the premises. Remove garbage and sweep floor.
10. Persons responsible on the behalf of the renting organization must be 21 years of age or older.
11. Alcoholic beverages may be consumed on the premises if requested on the application for rental. Smoking is prohibited.
12. The application for rental must be submitted to and approved by the Senior Center Director. If approved, the rent must be paid at least one week prior to the indicated date and time of use. If the reservation is cancelled more than 24 hours in advance, the Senior Center Director may, at his/her discretion, grant a full or partial refund.
13. All checks are to be made payable to the Columbus Area Senior Center.
14. The renter(s) shall be responsible for damage to any property in the rental area and/or for any injuries that might be sustained by any members of the party during the gathering, or as a result thereof.
15. Light Switches for the main room are located near the kitchen under the fire extinguisher.
16. If your event is open to the public, all publicity (posters, written articles, etc.) must include: **This is not a senior center affiliated event.**

Signature: _____