

SOLON SPRINGS COMMUNITY CENTER  
11523 S Business Highway 53  
Solon Springs, WI. 54873

Reservation Desk: (715) 378-2235

Thank you for selecting the Solon Springs Community Center for your venue.

*Please read the attached –*

1. Provisions and Conditions of Use
2. Rules and Regulations
3. Schedule of Rental Fees
4. The Cleanup Required Check List

By signing the "*Facility User Agreement*" you are agreeing to the above mentioned and attached provisions, rules, requirements and fees.

Please be advised that your reservation is not complete until you have returned the signed *Facility User Agreement* and *paid the deposit*. If your deposit has not been received one (1) month prior to your event, your reservation will not be honored.

Solon Springs Community Center  
PROVISIONS AND CONDITIONS FOR USE

1. Full payment by check or money order of the security/damage deposit for use of any room is due upon reserving the date of the event.  
If you must cancel your reservation, we must receive that information in writing, no less than twenty-one days prior to the date of the event or your deposit will be forfeited.  
There will be a thirty dollar charge for any check returned for insufficient funds.
2. Rental fees must be paid in full in order to pick up your building key. You must pick up the key from the Village of Solon Springs Office. The office is not open daily therefore, *call the reservation desk at (715) 378-2235 at least fourteen days in advance to make arrangements to pick up the building key.*  
Keys must be returned following your event. Failure to return the key(s) within three days of the event will result in an additional ten-dollar charge. Failure to return the key(s) may result in additional charges for lock replacement.
3. Damages to the premises, equipment or property caused by the Renting Party, as an individual or organization, or by their guests, intentionally, unintentionally, or through negligence, will be paid for by the Renting Party. Any damage that may occur in excess of the security/damage deposit will be paid for by the Renting Party.
4. The Renting Party agrees to abide by and enforce all specified guidelines and regulations governing the Solon Springs Community Center, building, grounds and all other property.
5. The use of tobacco products in the Community Center is **PROHIBITED**.
6. If you are **consuming or serving alcoholic** beverages on the Community Center premises: you must comply with all State of Wisconsin Laws regarding the consumption and distribution of alcohol (liquor, wine or malt beverages). Please be advised that the renting party, is responsible/liable for any damages that may incur as a result of serving alcoholic beverages on Community Center premises.  
The **sale** of alcoholic beverages (liquor, wine or malt beverages) on the premises is **PROHIBITED**. Furthermore, you may not hire someone **to sell** alcoholic beverages on Community Center premises. The only exception to this regulation would be granted to a "Bona fide Club", which has applied for and been issued a valid Temporary Class "B", "Class B", Gathering or Picnic License, from: The Village of Solon Springs, to sell wine or/and malt beverages on Community Center premises. Application for such license would be made to: The Village of Solon Springs Business Office (office #111 in the Community Center) at least thirty days prior to the event. Please note: Soliciting a donation, tip, gift or sale of dinner ticket, etc. in exchange for an alcoholic beverage is **selling** alcohol and therefore a violation of State Law.
7. The Renting Party agrees to comply with all Federal, State and Local Laws. The Renting Party shall obtain and provide all necessary permits and licenses required, to the Clerk of Village of Solon Springs prior to the event.
8. The Renting Party must provide proof of liability insurance coverage **or** must agree to hold harmless and indemnify the Village of Solon Springs, its Board members and or its employees; the Town of Solon Springs, its Board members and or its employees; The Solon Springs Community Center, its Commissioners and or its employees; from any and all liability, loss, costs, expenses, arising out of the action of said Renting Party or their guests before, during or after the described event.

# Solon Springs Community Center

## Rules and Regulations for Use

1. The building is available for rent seven days a week, with the exception of maintenance as required, duly made reservations, or special events.
2. All activities must conform to Federal, State and Local Laws. The proposed activity or use is not to reasonably interfere with, or detract from, the general public's enjoyment of the Community Center.
3. The proposed activity or use will not reasonably be anticipated to entice violence, crime or disorderly conduct and will not entail unusual, extraordinary or burdensome expense to the Community Center for police operations.
4. All functions, events and activities held at the Community Center shall conform to the Americans with Disabilities Act.
5. The Renting Party must be at least twenty-one years of age to rent the facility. Youth activities must have adequate chaperones. There shall be one chaperone of at least 25 years of age, for every ten youth.
6. The Renting Party may use only the room that is included/rented as stated on the Facility User Agreement. Failure to do so will result in an additional charge for the area used. Failure to conclude the event within the time reserved will result in an additional charge. (YOUR RESERVATION MUST INCLUDE ENOUGH TIME FOR SETUP, DECORATING, TAKEDOWN AND CLEAN-UP TIME.)
7. No admission fees or ticket sales may be collected on the premises without permission.
8. The Renting Party who signs the contract maybe acting on behalf of a group. The signer of the contract will be the only liaison between the group and the Community Center.
9. The Renting Party is responsible for removal of all personal items immediately following the event. The Community Center is not responsible for personal or private property left on the premises.
10. The Renting Party is responsible for cleaning the area used (see cleanup instructions). Failure to cleanup area used will result in forfeiture of part or all of your deposit and may include additional charges in excess of your deposit.
11. No nails, tacks, tape, screws, staples, etc. may be attached to the walls, ceiling or outside of the building. Ceiling clips and ladders are available. Please request these items in advance by calling the reservation desk at (715) 378-2235.
12. Do not stand on tables, chairs, or counters. Do not slide tables, this damages the legs. No confetti of any kind may be used. No lit candles are allowed on the window ledges. Do not open doors or windows. The air conditioning/heat is on. Do not make your Own adjustments to thermostats.

Solon Springs Community Center

**Cleanup Check List**

**Bring your own mild, all-purpose cleaner and a sponge.**

A broom, dust pan, garbage bag, bucket, mop and cleaning rags are located in the storage room off the kitchen.

*Note: This cleaning list is for your area of use, however, if your attendees/guests used the restrooms, you are responsible to make sure they are left neat and presentable for the next Community Center user.*

\_\_\_ **1. Remove all garbage** (must be bagged) to the garbage bins located behind the building (bins are accessible through the fire exit door located near the kitchen). Place a new garbage bag in waste receptacle.

\_\_\_ **2. Sweep floor** including entryways/hallways used by your guests/attendees. Mop up any spills.

\_\_\_ **3. Wash down all tables used. All tables and chairs must be put back in their original location.** If additional tables/chairs have been taken from the storage closet they must be put back in the storage closet. Read the instructions posted inside the double-doors of table/chair storage closet. Do not lean tables against the walls. **Do not slide the tables.** Sliding the tables causes damage to the legs. Use two people to lift/carry/move tables.

\_\_\_ **4. Kitchen use** --- Remove all left-over/extra food & supplies. Thoroughly wash in hot soapy water and dry, any center owned utensils/equipment. If used, the stove, oven or refrigerator, wash down inside/outside. Wash down all counter tops, sinks, carts or shelves used. Rinse out coffee makers used. Wash down inside/outside microwave if used. Thoroughly, sweep the floor / mop up any spills/grease etc.

\_\_\_ **5. Restroom use** --- Check the restrooms to see that they have been left neat, free of litter and presentable for the next Community Center user.

\_\_\_ **6. Remove all decorations, or supplies.** Do not leave left-over/extra items in the building.

\_\_\_ **7. Return building keys and borrowed supplies/equipment** (ceiling clips, microphone, easel, projection cart, cooking equipment cart or any other items you may have borrowed from the Community Center).

**\*\*\*COMMUNITY CHARITABLE ORGANIZATIONS, CHURCHES, COMMUNITY PUBLIC INTEREST GROUPS, AND COMMUNITY SUPPORT GROUPS using the Solon Springs Community Center are asked to hold an annual fundraiser or service project to assist with Community Center expenses in lieu of a rental fee. The Solon Springs Community Center Commission may agree to accept a donation for use of the building in lieu of a fundraiser.**

Please note: Use of the building under these circumstances is limited to 1-daily reservation per week. Any reservations exceeding one day per week are subject to regular rental fees (see page 3).

All other Provisions, Conditions, Rules, Regulations and Cleanup apply to all users of the Solon Springs Community Center.



**RENTAL FEE SCHEDULE (1/19)**

MERTZIG HALL EVENT	RENTAL FEE	DEPOSIT REQUIRED
Solon Springs Residents (Per Day Rental)	\$250.00	\$100.00
Non-Residents (Per Day Rental)	\$300.00	\$100.00
Weekend Rate (Fri 1 p.m. - Sun 2 p.m. / includes kitchen, North & )	\$450.00	\$100.00
Prior Day setup with rental reservation	\$50.00	\$0.00
Kitchen with day rental reservation	\$50.00	\$0.00
Kitchen prior day setup with rental reservation	\$25.00	\$0.00

NORTH ROOM EVENT	RENTAL FEE	DEPOSIT REQUIRED
Per Day Rental	\$50.00	\$35.00

SOUTH ROOM EVENT	RENTAL FEE	DEPOSIT REQUIRED
Per Day Rental	\$40.00	\$35.00

L-SHAPE ROOM EVENT	RENTAL FEE	DEPOSIT REQUIRED
Per Day Rental	\$50.00	\$35.00

KITCHEN	RENTAL FEE	DEPOSIT REQUIRED
Per Day Rental	\$75.00	\$35.00

*Rev 8/20 (Charitable Groups and Community Organizations see page 3a)*





## Schedule of Rental Fees (01/01/19)

WITH THE EXCEPTION OF A NON-PROFIT ENTITY/ORGANIZATION USING THE BUILDING FOR A BUSINESS MEETING (SERVING NO BEVERAGES OR FOOD), A DEPOSIT IS REQUIRED.

**\*All Solon Springs non-profit entities/organizations using the center do not pay a Rental Fee, however, are asked to hold an annual fundraiser or service project to assist with Community Center expenses. (All other Provisions, Conditions, Rules, Regulations and Cleanup apply to all users of the Center.)**

MERTZIG HALL EVENT	Rental Fee	Deposit
Solon Springs Residents (Per Day Rental)	\$250.00	\$100.00
Non-residents (Per Day Rental)	\$300.00	\$100.00
Weekend rate (Fri 1pm - Sun 2pm incl kitchen)	\$450.00	\$100.00
Prior Day setup with rental reservation	\$50.00	\$0.00
Kitchen with day rental reservation	\$50.00	\$0.00
Kitchen prior day setup with rental reservation	\$25.00	\$0.00

NORTH ROOM EVENT	Rental Fee	Deposit
Per Day Rental	\$50.00	\$35.00

SOUTH ROOM EVENT	Rental Fee	Deposit
Per Day Rental	\$40.00	\$35.00

L-SHAPE ROOM EVENT	Rental Fee	Deposit
Per Day Rental	\$50.00	\$35.00

KITCHEN	Rental Fee	Deposit
Per Day Rental	\$75.00	\$35.00

## Additional Information

Mertzig Hall is 52' X 59', room capacity is 395.

Stage is 23' wide X 14' deep, capacity is 46.

North Meeting Room – capacity is 50.

South Meeting Room – capacity is 20.

Table & Chairs available:

Mertzig Hall

300 Chairs

20 - 8' Tables

16 - 6' Tables

1 - 60" Round Table

North Room

40 Chairs

5 - 6' Tables

4 - 8' Tables

1- Round

South Room

10 Chairs

2- 6' Tables

Podium available on request

Screen & projection cart available on request

(Donated by the Solon Springs Lions Club)

Baby changing tables in the North restrooms

(Donated by the Solon Springs Lions Club)

Portable Beer Mister available upon request for a fee of \$25.00

(Provided by Northwest Beverage)

Kitchen equipment available: Commercial Refrigerator, Freezer, Commercial stove and oven, commercial size coffee pot, garbage disposal. Limited serving utensils are available for a rental fee.

**SOLON SPRINGS COMMUNITY CENTER**  
11523 S Business Highway 53  
Solon Springs, WI. 54873  
(715) 378-2235 Reservation Desk

**FACILITY USER AGREEMENT**

User Name \_\_\_\_\_ Date \_\_\_\_\_

User Address \_\_\_\_\_

Phone Number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Approximate number of people to attend \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ Security/Damage Deposit \$ \_\_\_\_\_

Non-profit entity fund raiser/service project in support of Community Center - date: \_\_\_\_\_

- Mertzig Hall – Yes\_\_\_ No\_\_\_
- Dance – Yes\_\_\_ No\_\_\_
- Serving Alcohol – Yes\_\_\_ No\_\_\_
- Kitchen Use – Yes\_\_\_ No\_\_\_
- North Meeting Room – Yes\_\_\_ No\_\_\_
- South Meeting Room – Yes\_\_\_ No\_\_\_

We (I) have read, understand and agree to the terms set forth in the attached conditions of use, rules and regulations, rental fees and cleanup required.

Renting Party signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person in charge of cleanup: \_\_\_\_\_ Date: \_\_\_\_\_

-For office use only-

Deposit pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Rental fees pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Keys  
issued: \_\_\_\_\_ Keys returned: \_\_\_\_\_

If you have an emergency in this building call 911

The Community Center address is: 11523 South Business Highway 53

*-For assistance with building equipment/doors etc. please call-*

Kevin Smith, Center maintenance @ (218) 349-7783 or

Todd Gilbert, Commission Chairman @ (715) 816-4361

*For reservations please call: Kathy Burger, Village Municipal Clerk @ (715) 378-2235*

*Others on the Center Commission that may be able to assist you with a problem or concern—*

Melissa Johnson, Commissioner @ (715) 378-2593

Cheryl Stensland, Commissioner @ (715) 718-1252

Jim Pettit, Commissioner @ (715) 378-2816