



**Facility Use & Rental Form**

General Statement:

The Deerfield Community Center, Inc (“DCC”) facilities are available for use by any group, organization, or individual, provided space is available and further provided that such use does not conflict with the mission of the DCC.

Today’s Date: \_\_\_\_\_

Type of Building Use (*Circle One*):    Non-Profit    or    Facility Renter

Rooms Requested (*Circle ALL That Apply*):    Community Room A                      Community Room B            Kitchen

Purpose of Request: \_\_\_\_\_

Date of Building Use/Rental: \_\_\_\_\_

Is this a recurring event?    Yes                      No

Time of Building Use/Rental: \_\_\_\_\_

Person Responsible (*print*): \_\_\_\_\_

<b>RENTAL FEE TABLE</b>		
COMMUNITY ROOM	\$150 FOR ROOM A OR B	\$300 FOR BOTH ROOMS
KITCHEN FEES	\$30 PER HOUR	\$75 FLAT FEE WITH ROOM RENTAL
CATERER’S FEE	10% OF THE TOTAL BILL (EXCLUDING TAX, SERVICE & GRATUITY) CATERERS MUST BE PRE-APPROVED. THIS FEE TAKES THE PLACE OF THE KITCHEN FEES	
DEPOSIT	\$100 DEPOSIT REQUIRED WITH ALL RENTALS	

- Deposit must be received to secure your reservation. Deposits will be returned upon return of keys and completion of a satisfactory inspection by a staff member. If damages are incurred, they will be deducted from the deposit and there will be a delay in returning any remaining balance from the deposit.
- DCC activities take priority for use of the facility.

P.O. Box 404    10 Liberty St, Suite 130    Deerfield, WI 53531  
Phone 608.764.5935    www.dccenter.org



**User/Renter Must Read and Sign**

1. The user is responsible for setting up and tearing down their event within their rental time frame.
2. Collecting garbage, cleaning tables & sweeping are required at the event's conclusion. The tables and chairs must be returned to the original arrangement.
3. Tacks, nails, tape or adhesives of any kind will not be permitted on walls, floors, ceilings, doors or furnishings.
4. The building is closed by Midnight.
5. Regular user groups will have room set ups/tear downs as previously agreed upon.
6. The Center is a smoke free environment.
7. Alcoholic beverages will not be sold on DCC property.
8. No event at which the majority of the participants will be under the age of 21 may include alcoholic beverages.

The undersigned agrees to indemnify and hold harmless Deerfield Community Center, Inc, it's Board of Directors, agents, volunteers, employees and affiliates from any and all claims, demands, losses, actions, damages, costs, expenses and liabilities including injury to persons or damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products, hired or obtained by the renter, except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said employees or affiliates. Deerfield Community Center, Inc and its staff will also not be responsible for lost, stolen or forgotten articles.

THE UNDERSIGNED HAS READ AND AGREED TO ABIDE BY THE ABOVE RENTAL POLICIES AND HEREBY AGREES TO RENT OR USE DEERFIELD COMMUNITY CENTER'S FACILITIES.

Rental will be on (mm/dd/yyyy)\_\_\_\_/\_\_\_\_/\_\_\_\_ OR will reoccur on the \_\_\_\_\_ of each month for a period ending \_\_\_\_\_ for the **total** amount of \$ \_\_\_\_\_

Name of User/Renter (*print*) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Office Use Only:**

I DO/DO NOT recommend this usage to be granted for the above dates and times. \_\_\_\_\_ (initials)

Deposit Collected: \_\_\_\_\_ Fee Collected: \_\_\_\_\_

Reason for denial/Additional comments: \_\_\_\_\_